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ABSTRACT

A product of the UNISIST International Centre for Bibliographic Descriptions (UNIBID), this reference manual presents a standardized communication format for the exchange of machine-readable bibliographic information between bibliographic databases or other types of bibliographic information services, including libraries. Its first section defines in broad outline the format and content of bibliographic records, the concepts of type of bibliographic entity and bibliographic level, and the sets of data elements regarded as essential or optional for the description of each type of bibliographic entity. Names and detailed definitions of each data element are given in the second part, as well as guidance on how the data element content is to be selected and entered into the machine-readable medium. The third section provides detailed specifications of the carrier format or record structure, character sets and coding, transliteration, physical standards for magnetic tapes, and other aspects primarily of concern to computer system designers. A set of examples with complete bibliographic descriptions follows, and the final section presents general guidelines for the production of documentation on individual implementations of the reference manual. Additional background information is given in six appendices. A 36-item bibliography which includes relevant international standards and 10 tables and diagrams are also provided. (KM)

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Reference Manual for machine-readable bibliographic descriptions

Third edition

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Reference Manual for Machine-Readable Bibliographic Descriptions

Third edition

compiled and edited by

H. DIERICKX and A. HOPKINSON

General Information Programme and UNISIST

United Nations Educational, Scientific
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INTRODUCTION TO THE SECOND REVISED EDITION

0.1 History

The previous (1974) edition of the Reference Manual, compiled by M D Martin, was prepared by the UNISIST/ICSU-AB Working Group on Bibliographic Descriptions (WGBD), as a result of some four years' work within the framework of UNISIST, the ICSU-UNESCO joint project to study the feasibility of a world science and technology information network. The WGBD included direct or indirec representation of all the ICSU-Abstracting Board member services, together with other experts serving in an individual capacity or as representatives of organizations with special interests in mechanized information processing, including ISO, FID, IFLA, IATUL, INIS, OECD and WIPO.

A first draft of the Reference Manual was completed early in 1972, and was the subject of a test conducted by an independent expert organization, the Postgraduate School of Librarianship and Information Science, University of Sheffield, UK, with the co-operation of an international group of libraries and secondary information services. The results of the test and subsequent discussions by the WGBD were incorporated in the 1974 edition.

In 1976 the UNISIST International Centre for Bibliographic Descriptions (UNIBID) was established by the British Library in co-operation with Unesco, within the framework of the UNISIST programme, with the major objective of revising the first edition of the Reference Manual and handling its future updating and promotion. The present edition is the result of this revision, carried out in close consultation with Unesco's Division of the General Information Programme and an Advisory Committee of actual and potential users.

Whereas, from the outset, the Reference Manual was conceived by representatives of and for use by Abstracting and Indexing (A&I) Services, it was "hoped, nevertheless, that" it would "find other applications in the wider field of information processing and exchange". The current revision reflects the latter objective as well as Unesco's policy since 1977 to have one single Division, i.e. the Division of the General Information Programme (PGI), co-ordinate all activities in support of libraries, secondary information and archive services. The present edition, therefore, includes guidelines for the description of serials as entities in their own right and for subject description. This means that the Reference Manual is now suitable for use not only by A&I services but also by libraries.

Reports on actual use of the Manual have revealed that it has served as a source for bibliographic description and cataloguing rules as much as an exchange format. This has encouraged the compilers of the current edition to strengthen the modular features of the Manual by: (1) making it suitable for use by computerized as well as non-computerized services and (2) making it hospitable to virtually an unlimited number of extensions to cover the description of a variety of materials. To date, extensions have been prepared for the bibliographic description of standards and lexicographical material, as well as for the description of research projects and institutions (see the bibliography at the end of the Manual for the full title of these three extensions). A decision has still to be taken in what form these extensions will be published or otherwise made available. Consequently, no additional type of bibliographic entity codes have been allocated yet and incorporated into 3.1.2 and field B30. However, should any users require such a code, it will be provided by UNIBID on request.

To round off the above historical notes, mention should be made of the proposed Common Communication Format (CCF) which is being developed by the Unesco Ad Hoc Group on the Establishment of a Common Communication Format. The formulation of a CCF which is intended to satisfy the requirements of libraries as well as other information services was recommended by the International Symposium on Bibliographic Exchange Formats, sponsored by Unesco and organized by UNIBID, in co-operation with ICSU/AB, IFLA and ISO, held at Taormina, Sicily, in April 1978. Since the Reference Manual and UNIMARC are the major source formats for the CCF it is expected that the final version of the CCF will be compatible with both.

0.2 Purpose of the Reference Manual

The major objective of the Reference Manual is to serve as a standardized communication format for the exchange of machine-readable bibliographic information between bibliographic data bases or any other type of bibliographic information services, including libraries. This objective implies provision for adequate description and identification of the bibliographic items referred to in the records exchanged, as a basis for adequate and efficient storage and retrieval of both the items and the related records.

In particular the Reference Manual allows the following functions to be performed within or outside the context of its communication format function:

(1) creating bibliographic descriptions with the inclusion of all necessary identifiable entry points for cataloguing (i.e. generating headings), identification, filing, search and other forms of processing;

(2) providing a source for local systems design, including input and output procedures and computer processing formats;

(3) to serve manual as well as computerized environments.

It should be noted that the Reference Manual, although containing all elements necessary for cataloguing, stops short of formulating any precise cataloguing rules. It is only concerned with rules for bibliographic description.

In order to avoid any possible misunderstanding some of the concepts used above to describe the major objectives and functions of the RM are defined below.

Any machine-readable format for the recording of bibliographic information has three major components:

(1) The carrier format : the file and record structure, i.e. the prescribed fixed pattern for arranging and locating records in a machine-readable file and data elements within individual records. An important element of the record structure are the content designators : symbols such as tags, identifiers and indicators which identify or delimit data elements or provide additional information about them.

(2) Data element names and definitions : the name and detailed specification of the content of each data element, including an indication of its components which must be separately identifiable in a computer-based system.

(3) Data element sets : the specification of particular sets of data elements to be present in records describing particular types of bibliographic entities.

A clear distinction must be made between a local or internal format and a communication or exchange format. Although both are composed of the three components listed above, they differ in the emphasis placed on each of these three constituent elements and particularly in the specific form the carrier format takes. These differences are the result of different objectives. An internal format is mainly concerned with ensuring efficient, effective and economic storage and retrieval of information; in other words the chief purpose is efficient and economic computer processing. This calls for a suitable file and record structure which will normally be different from that used for an exchange format. The latter's main objective is to provide a record structure which is hospitable to the requirements of a wide variety of systems and, hence, allows for the unambiguous identification of discrete data elements, appearing at well-defined places in the record, necessary for automatic conversion from the exchange to the local format and vice versa.

A further distinction to be made is that between cataloguing rules and rules for bibliographic description. Cataloguing rules relate to the entire bibliographic record, i.e. to the description of the physical appearance as well as to the intellectual content of and responsibility for the bibliographic item, including the choice and form of headings (e.g. for identification, filing, etc). Rules for bibliographic description have the same objective as cataloguing rules but with the exclusion of choice and form of headings.

0.3 Summary of Contents

The Reference Manual contains the specifications for a comprehensive, self-contained machine-readable bibliographic communication format, composed of five parts.

Part 1 defines in broad outline the format and content of bibliographic records, the notions of type of bibliographic entity and of bibliographic level, and the sets of data elements regarded as essential (mandatory) or supplementary (optional) for the description of each type of bibliographic entity. A number of matrixes show the mandatory or optional status of each data element at each bibliographic level for each type of bibliographic entity considered in the Reference Manual.

Part 2 gives names and detailed definitions of each mandatory and optional data element and, where necessary, guidance on how the data element content is to be selected and entered on to the machine-readable medium (magnetic tape in the first instance).

Part 3 provides detailed specifications of the carrier format or record structure, character sets and coding, transliteration, physical standards for magnetic tapes, and other aspects which are primarily of concern to computer system designers.

Part 4 consists of a set of examples showing complete bibliographic descriptions prepared in accordance with the conventions described in the Manual.

Part 5 is a new feature which has been incorporated in the second edition. It contains general guidelines for providing documentation on individual implementations of the Reference Manual. These guidelines cover all topics which need to be addressed in the documentation, including computer-related aspects, types of bibliographic entity covered, indexing, abstracting and editorial policies and practices, selected choices from among alternatives allowed by the Reference Manual specifications, and extensions for user-defined data fields.

Additional background information is given in a series of appendices.

To the greatest extent possible, standards issued by the International Organization for Standardization (ISO) have been applied throughout. In particular, the bibliographic communication format upon which the Reference Manual is based is an implementation of the international standard ISO 2709 : Documentation - Format for bibliographic information interchange on magnetic tape.

0.4 Remarks on Use

It may be reiterated that, although the Manual is in the first place intended for use within computerized environments, it can also be used by non-computerized systems. Implementation of the Manual by the latter will make their possible computerization at a future stage easier.

It cannot be emphasized too strongly that the data elements defined in the Manual are not to be regarded as exclusive. The authors are well aware that for many applications the bibliographic description must be supplemented with additional information. The Manual's purpose is to define a minimum set of data elements which could be agreed upon by services, to facilitate the exchange of information between them, and to enable them to present their computer-based products to the user in a more compatible and therefore more easily usable form.

It should also be realized that the scope of the Reference Manual is limited to defining the representation of its recommended essential and supplementary data elements as they should appear in a computer-readable record for exchange purposes between two or more computer-based systems. Nothing in the Reference Manual should be interpreted as attempting to lay down standards for input or display formats. A local system may choose any input format which is convertible by computer program to the exchange format, and the exchange format has been designed with the aim of retaining the highest degree of flexibility for deriving different types and arrangements of output, whether in the form of computer printout or printed publications such as abstract journals, indexes and catalogues.

Manual information systems will need to consult only Parts 1,2,4, relevant sections of Part 5, and the Appendices. Computerized systems will need to consult the entire Manual. However, the Manual is not intended to be a tailor-made input manual for both computerized and non-computerized systems. It is to be regarded in the first place as a specification manual for technical management and system design staff to assist them in devising local systems in such a way that they can exchange files in either direction with other centres which have adopted the Reference Manual format. In other words, it is not an input manual but a source for drafting local input manuals. It is simply not possible to draft a standard input manual which would be suitable for use without any adaptation or addition by any system. On the other hand, as the Manual is meant to define all essential and a fair number of supplementary data elements necessary for the description of bibliographic materials, it should be possible to prepare local input manuals based on it with a minimum of effort and adaptation.

When occurring for the first time citations of standards and other works in the text include at least the full title or equivalent; full references are listed at the end of the Manual. Since the citations are relatively few and appear also with a fair amount of detail in the text, no numbering system to link the brief citations and the full references has been used.

SPECIAL NOTE ON THE THIRD ENGLISH EDITION

In 1982, a number of corrections and other modifications were introduced in the Second revised edition of the Reference Manual for Machine-Readable Bibliographic Descriptions. A separate set of updated pages was produced in early 1984 and provided to interested Reference Manual users. Since the French Second revised edition was published at a later date, it was possible to incorporate these updates. They will also appear in the Spanish version to be published shortly.

The English version of the Second edition is now out of stock, while the demand for the Reference Manual still continues. It was therefore felt more appropriate to issue a third English edition incorporating all the updates rather than reprint the Second revised edition with the separate set of updates. It is for this reason that the introduction to the Second edition remains unchanged in substance, and the date appearing on the bottom of pages differ.

With regard to the maintenance of the Reference Manual, it should be noted that the British Library support to UNIBID has ceased in 1983. Consequently, any request for information regarding this document should be addressed to:

Unesco
Division of the General Information Programme
7 place de Fontenoy
75700 PARIS
France

PART 1 : DEFINITIONS, OUTLINE OF RECORD FORMAT AND CONTENTS

CHAPTER 1.1: DOCUMENTS AND BIBLIOGRAPHIC RECORDS

1.1.1 Documents

Within the context of the Reference Manual a document is any published or unpublished item which is to be described in a bibliographic record. Unless otherwise indicated, the terms "document", "work", "item", "piece", "bibliographic item", "bibliographic entity" are used as synonyms throughout the Manual.

A document need not be a single physical item. It may be an article, chapter or other contribution; it may be a volume or monograph, or it may be a serial or collection which is to be treated as a single item for purposes of recording.

Specific classes of document (types of bibliographic entity) which are covered in the present Manual are:

- Serials (including series, and serial contributions or articles)
- Monographs (including books, book chapters, and collections)
- Conference documents (including individual conference papers)
- Reports (including report chapters)
- Theses and dissertations
- Patent documents.

1.1.2 Bibliographic Records

For the purposes of the Reference Manual a bibliographic record is defined as a collection of information which pertains to a single document, and which is stored in machine-readable form as a self-contained and unique logical structure. A bibliographic record is likely to include a bibliographic description (see 1.1.3) of the document in question, some form of classification and/or indexing applied to the subject content of the document, an abstract or summary, and other information. Although the Reference Manual makes provision for all these in its record structure, as to detailed specifications it is concerned only with that part of the record which constitutes the bibliographic description. Additional user-defined data fields may be required in order to carry such other information as may be needed for a particular application. Such local fields should be given tag notations Z01 to Z99 to distinguish them from the standard fields defined in this Manual.

From the computer system point of view, it should be noted that the Reference Manual definition of a bibliographic record constitutes a logical record, with no special assumptions regarding the breakdown into physical records or blocks on a recording medium.

A bibliographic record is made up of a number of data fields (see 1.1.4)

1.1.3 Bibliographic description

The bibliographic description of a document is a collection of information which is intended to provide a unique and unambiguous reference, such as will enable a librarian to identify and retrieve the document, or an intending purchaser to order it from the publisher or other source. A bibliographic description is made up of a number of data elements (see 1.1.4).

It must be borne in mind that the prime function of secondary information services is to inform their users of the existence of relevant documents, and to provide this information in such a form as to enable the user (a) to retrieve relevant references, (b) to assess the likely value of the documents referred to, and (c) to obtain original documents on the basis of the references given. The most important function of the bibliographic description is to meet these objectives by means of describing a given document.

1.1.4 Data elements and data fields

A data element is a piece of information forming part of the bibliographic description and having a specific functional relationship with the content of the document to which the record refers.

Examples of data elements are: title, author name, patent number, etc.

Data elements are separately identified within the machine record so that each element can, if desired, be independently accessed and manipulated by computer program. This is achieved by dividing the bibliographic record into a series of data fields, identified by field numbers or tags. Data fields are further subdivided into subfields, introduced by subfield identifiers. Each data element normally occupies a given subfield of a tagged data field.

For a fuller description of data fields and subfields see 3.1.4.

1.1.5 Layout of data fields

The purpose of the present section is to facilitate correct understanding of Parts 1 and 2 of the Manual by means of providing a brief description of the layout of data fields within the context of the overall Reference Manual record structure. More details of the format and structure of the machine-readable record and its various components are given in Part 3.

The machine record has three distinct parts: a fixed-length label or leader, a variable-length directory, and variable-length data fields.

For the purpose of the present section there is no need to elaborate on the label, the contents of which is described in Part 3.

The directory may be regarded as a list of field numbers or tags identifying the data fields which are present in the record, and providing pointers to the location of the fields within the variable-length data part of the record. Thus the field number or tag which identifies the data field is not contiguous with the data field itself.

Each data field begins with two or more indicator characters, followed by one or more subfields, followed by a field separator.

The number of indicator characters at the beginning of each field is predetermined for a given implementation of the Reference Manual: the Manual requires a minimum of two, but additional indicators may be included at the user's discretion. Each subfield consists of a subfield identifier followed by a data string. The subfield identifier is a two-character code, of which the first character is the ISO symbol IS_1 (for convenience, represented throughout the Manual by the symbol "@").

The field separator is the symbol IS_2. Whenever a data field is represented in the Reference Manual, however, the field separator is omitted, but should be understood to be always present at the end of the last or only subfield.

The following is a schematic representation of the record and data field layouts described above:

Record layout:

LEADER	DIRECTORY	DATA FIELDS

Data field layouts:

Single subfield

I	S	DATA	F

Two subfields

I	S	DATA	S	DATA	F

(I = indicators, S = subfield identifier, F = field separator).

Examples of data fields as represented in the Reference Manual:

Single subfield: 01@0UNISISTb̸Referenceb̸Manual
Two subfields: 00@1UNESCO@2ICSU

(Here the first two digits are indicators; "@0", "@1" and "@2" are subfield identifiers; "b̸" represents "blank" or "space"; note that the field separator is not shown).

1.1.6 Character sets

The intention has been that the Reference Manual should provide an exchange format. A synonymous term for "exchange format" is "communication format". This exchange format is conceived to be receptive to any character set required for a given subject field, but within the limitations of existing ISO character sets and extensions thereof. Consequently, examples of data fields shown in the Manual frequently use a character set which is much wider than is provided by conventional computer coding systems. However, within the general framework of ISO standards, it is open to the user to determine what particular subset he needs to meet his functional requirements.

1.1.7 Summary

Much of the information given in the preceding paragraphs is amplified elsewhere in the Manual, notably in Part 3. The purpose of this chapter has been to introduce some of the terminology and conventions which are basic to Parts 1 and 2. The Reference Manual provides for recording comprehensive information on documents, but puts the emphasis on defining an exchange format for that part of a machine-readable bibliographic record which contains the bibliographic description of the document to which the record refers. The bibliographic record is a collection of data fields as described above. The remainder of Part 1 is devoted to defining an appropriate set of data fields, and its application to the description of various types of documents likely to be encountered in secondary information services.

CHAPTER 1.2: TYPE OF BIBLIOGRAPHIC ENTITY

1.2.0 Introduction

The difficulties of dividing documents into rigorously defined types are generally acknowledged. Nevertheless, for practical purposes, and having regard to the existing procedures of most abstracting and indexing services, it has been found necessary to attempt to categorize the types of documents and literature (bibliographic entities) covered by the Reference Manual as follows:

- Serials
- Monographs
- Reports
- Theses and dissertations
- Patent documents
- Conference documents.

In practice, the selection of data elements to be included in the bibliographic record is usually guided by a prior selection of the type(s) of bibliographic entity to which the document is regarded as belonging. In many cases, this selection is straightforward and unique: for example, it is usually easy to identify a patent. Sometimes, however, a document may have the characteristics of more than one type (for example, "serial" and "report"). In this event, the approach to be followed will depend on the policy of the service concerned. Some services may wish to treat the document as belonging to more than one type, and thus include data elements pertaining to each type. Others may prefer to limit the bibliographic description to a single type, and the choice of type may become somewhat arbitrary, depending on the functional requirements of the data base. While it is recognized that hard and fast definitions of type of bibliographic entity cannot be provided, this chapter attempts to set out some guidelines for the interpretation of the six types listed above.

1.2.1 Serials

The following definition of a serial adopted for the Reference Manual is based on that given in the *Guidelines for the International Serials Data System (ISDS)*:

A *serial* is a document in print or in non-print form, issued in successive parts, usually having numerical or chronological designations, and intended to be continued indefinitely.

Serials include periodicals, newspapers, journals, annuals (reports, yearbooks, directories, etc.), recurring proceedings of conferences or transactions of societies, and monographic series.

It should be noted that this definition covers unnumbered series but excludes collections. A *collection* consists of a predetermined finite number of separate works (*i.e.* monographs) which have individual titles which are different from the title of the collection and which may be produced or issued simultaneously or separately over a period of time. A collection, the composition of which is predetermined and finite, should be distinguished from a *monographic series* which consists of a number of separate works with *individual titles* (*i.e.* monographs), usually related to one another in subject, issued in succession, normally by the same publisher and in uniform style with a collective title, and intended to continue indefinitely.

Although the Reference Manual does provide a minimum set of data elements to cover serials as entities in themselves, in the manner in which they would be referred to in a library catalogue, a national bibliography or in ISDS, many users may have no requirement for this. The coverage of serials, therefore, is mainly concerned with the description of articles or contributions published in serial issues, and monographic items which are individual (self-contained) parts of a series or entire issues of a serial treated as single items.

Consequently, the essential data elements defined in the Manual for description of a serial as such are limited to a very few in addition to its identification code (International Standard Serial Number) and its title, preferably the ISDS "key title" (see table on page 1.5.4).

For details of a machine format for fuller bibliographic description of serials, see Guidelines for ISDS.

1.2.2 Monographs

The term "monograph" is to be understood as any document which is not serial. The type of material covered by this definition is often referred to as "books". A "book" may be defined as a larger number of sheets of paper with writing or printing on them, bound together at one edge, usually between protective covers and being published or otherwise distributed as an entity. The preceding definitions are based on Wersig and Neveling's Terminology of Documentation.

For purposes of the Reference Manual, monographs include not only books as defined above but any non-serial self-contained item in any medium, including audio-visual media such as microfilm, microfiche, audio - or video - cassette, etc. Multi-volume works with one or a collective title only may also be considered as monographs provided the number of individual volumes is finite and none of these has a separate title.

A monograph may contain individual chapters or parts by separate authors and/or may cover separate topics, so that in secondary information services it may be appropriate to treat such chapters or parts as documents in their own right.

1.2.3 Reports

Like monographs, reports are difficult to define; the following definition is suggested as a guideline.

A report is an item, usually not available to be purchased through normal commercial channels, but obtainable from the organization responsible for its issue or from a clearing house such as the United States Government NTIS (National Technical Information Service). It is usually - but not always - identified by a report number, and may exhibit some of the characteristics of a serial, in that the numbering scheme often has a component for "report series" and there may sometimes be a series title.

A report may contain individual chapters or parts by separate authors and/or may cover separate topics, so that in secondary information services it may be appropriate to treat such chapters or parts as documents in their own right.

1.2.4 Theses and dissertations

Theses and dissertations may be defined as treatises which have been submitted to a university or other educational institution in fulfilment of the requirements for a higher degree course. Most frequently they are not "published" in a conventional sense, but they may be available through the university concerned or through a clearing house system. For the purpose of bibliographic description they are treated as monographs with the addition of some data elements appropriate to a thesis.

When theses are subsequently published in book form, the inclusion of data elements particular to the description of a thesis is optional.

1.2.5 Patent documents

Patent documents are documents published or laid open for public inspection by a patent office, and falling into one of the following categories: patents, inventors' certificates, utility models or certificates, and applications therefore.

Since the legal definitions of these different types depend on differing national practices, and since they will generally be well understood by those services which cover patent documents, no fuller definition will be attempted in the Manual. A list of patent documents arranged by type of document is given in Appendix D.

1.2.6 Conference documents

Conference documents are individual papers or collections of papers presented at a conference and may be published or otherwise disseminated as monographs, serial articles, serial issues or as reports.

For the purposes of the Reference Manual, individual papers which happen to have been presented at a conference are not necessarily to be regarded as conference documents although some users may consider it worthwhile to include a reference to the conference in such cases. Reference to the conference is regarded as essential if, and only if, the documents are explicitly described as constituting the official proceedings of the conference. This may, again, apply to a monograph, a serial article, a serial issue, or a report.

For any document identified as being or belonging to a conference proceedings, a small set of additional data elements is defined, to be added to the set of essential elements required for whatever main type of bibliographic entity is invoked.

1.2.7 Type of Bibliographic Entity Codes

In the bibliographic record, the type of bibliographic entity to which the document described is considered to belong is represented by a code in character position 6 of the record label (see 3.1.2 for details). Only *one* can be entered in this position and it follows that this *will* normally be the code corresponding to the type of bibliographic entity most characteristic of the document analysed. It is not practical to try and formulate a general rule to determine when, in an individual implementation, it will be necessary to indicate more than one type of bibliographic entity to which a document may be considered to belong. Whenever it is desirable, however, to do so, the type which is considered to be most relevant should be entered in the leader and one or more additional types with which the document has aspects in common should be entered in bibliographic field B30 (see Part 2 for details). The code entered in the leader may also be repeated as the first entry in field B30.

Codes for the following types of bibliographic entity may be used, either in isolation or in combination, if the document has characteristics of more than one type:

- Monograph
- Serial
- Conference document
- Report
- Thesis or Dissertation
- Patent document.

Note, however, that it is not obligatory to use more than one bibliographic entity type code if the document has characteristics of more than one type. It is equally permissible, as an implementation option, to assign a document to a single main type, while including in the bibliographic description some data elements which describe aspects of a different type. For example, if a report belongs to a report series, it is permissible to include an ISSN and a series title in the record without formally identifying the document as being of type "serial".

The *selection* of *essential data elements* for the bibliographic description is dependent, first, on the assignment of the document to a given *type or types of bibliographic entity* and, secondly, on a decision as to the *bibliographic level* at which the document is to be treated. The notion of bibliographic level is defined in the next chapter.

CHAPTER 1.3: BIBLIOGRAPHIC LEVEL

The formal distinction of several levels in the process of bibliographic description and, hence, within bibliographic records, has become increasingly part of abstracting and indexing services' cataloguing practice and facilitates identification as well as linking of the component parts (bibliographic levels) in a multi-level record.

The definitions used within the context of the Reference Manual are:

(a) The Analytic Level (A)

A bibliographic record at the analytic level describes a bibliographic item which is part of a larger work and the bibliographic description of which cannot stand alone, i.e. it can only be described adequately, as an individual item, by reference to one or more of the other more inclusive parts of the larger work in which it is contained.

In contrast with other bibliographic levels, if present in a multi-level record, the analytic level is always the lowest bibliographic level, that is to say it refers to the part of a document further sub-division of which will not be considered for the purpose of bibliographic description.

Examples are: a chapter in a monograph; a section of a report; an article in a journal issue; a map in a report, book or atlas; a paper in a volume of conference proceedings.

(b) The Monographic Level (M)

A record at the monographic level describes a document which can be considered as a self-contained bibliographic entity. In other words, contrary to a document described at the analytic level (an analytic), it can be described as a piece in its own right.

Typical examples are: a book or monograph, a report, a patent, a thesis, a pre-print of a conference paper.

Although a record at the monographic level may describe a monograph as a separate entity in its own right, it may also include details of the collection or series of which the monograph is a part. In addition, particular parts of a monograph may also be described at the analytic level (see (a) above).

(c) The Collective Level (C)

A record at the collective level describes a document which is composed of at least two but usually of more individually entitled works, which may be produced or issued simultaneously or separately over a period of time, but which consists of a definite number of constituent works. Whereas the time span over which a collection is being published may be indefinite, the contents of a collection is well defined and not meant to be expanded indefinitely.

Examples of a collection are: all the works of one author, re-published in one or more volumes on the same date or separately over a period of time; systematic encyclopaedias; sets (collections) of drawings, maps, reports, patents, etc.

A bibliographic record at the collective level may describe a collection as an entity in its own right, or it may describe a collection with the inclusion of its constituent monographic and analytic parts (see (a) and (b) above). Although it is conceivable that a collection would form part of a series, in most cases documents will not need to be described at levels higher than the collective level.

(d) The Serial Level (S)

A record at the serial level describes a bibliographic entity which is issued in successive parts, usually but not necessarily having numerical or chronological designations, and intended to be continued indefinitely.

Examples are: journals, periodicals, newspapers, annuals (reports, year books, directories, etc.), recurring transactions of learned societies, monographic series.

It should be noted that the essential difference between a serial and a collection, as defined here, is that the number of constituent parts of a collection is pre-determined as finite (actual formal publication or other form of distribution possibly taking place in different stages), whereas both contents and period of publication of a serial are open-ended.

As a final point of terminology with regard to the concept of bibliographic levels, note that, although a record describing a document may be composed of more than one bibliographic level, the record as a whole is to be considered as being at one (main) bibliographic level only which is always the lowest (least inclusive) level. For example, a record which describes a chapter in a monograph which is itself a volume in a series will contain an analytic part for the chapter, a monographic part for the volume and a serial part for the series. This record as a whole, however, is said to be at the analytic level because this is the lowest level which it contains. There is an inherent logic for this convention: the lowest bibliographic level always describes the document or part of a document for which the bibliographic record was created in the first place. In the example given, the record was created to draw the attention to the chapter; the monograph and the series being described only for the purpose of easier identification of the location of the chapter. A similar analysis can be applied to all records composed of more than one bibliographic level.

The selection of data elements (see 1.5) is guided not only by the assignment of the document to one or more "types of bibliographic entity" but also by the bibliographic level(s) at which the document is to be described.

In the Reference Manual, nine different bibliographic level occurrences are considered:

A/S; A/M; A/M/C; A/M/S;

M; M/C; M/S;

C;

S.

It should be noted that more combinations of bibliographic levels *may* occur than shown, but, those shown are considered to be of more direct concern to most users of the Reference Manual. The combination A/C, however, should *never* be used.

In composite bibliographic level representations (e.g. A/M/C, M/S, etc.), the *first* bibliographic level symbol (i.e. A or M) indicates the *main* bibliographic level. The main or only bibliographic level is identified by a code in the label of the record (see 3.1.2 for details).

CHAPTER 1.4: BIBLIOGRAPHIC DATA FIELDS

This chapter constitutes a complete reference list of the bibliographic data fields which are defined in full in Part 2 of the Reference Manual, and from which a selection must be made in order to construct a bibliographic record appropriate to a particular type of bibliographic entity described at one or more bibliographic levels.

The reference list is given in the form of a table at the end of the present chapter, in which the data fields are shown in alpha-numeric sequence of field codes or tags, which are three-character codes starting from A01 and B01.

For each data field the table shows the bibliographic level or combination of bibliographic levels for which the field (or, more precisely, the data element to be entered in it) is rated as "essential" or "mandatory". This mandatory status of the fields is represented by the character "E", "K", "P", "R" or "T" as appropriate (see note (1) to the table). Other data fields may be included in the bibliographic record if desired, and Chapter 1.5 gives a more detailed breakdown by type of bibliographic entity, showing additional fields which are recommended for inclusion as "supplementary" or "optional". A blank against a field in any position of the table means that use of this field in that particular case is either optional or irrelevant. Some data fields, however, are optional in all cases and these have been indicated in the table by an asterisk following the tag.

Status essential or mandatory is defined as meaning that any data element so described must be included in the bibliographic description if it is either present on or derivable from the original document (in some instances with the assistance of an external authority: for example, the serial title code ISSN is an essential element for serials, although it may be necessary to refer to ISDS in order to obtain the code).

In this context, the designation "essential" must not be taken to mean that it is necessarily valid in computer systems design to incorporate checks which require the inclusion of all "essential" data elements in all records. In many cases, valid circumstances may arise in which an "essential" data element is absent (e.g. authorship may be unidentified; a report may be unnumbered).

Status supplementary or optional is defined as meaning that:

(a) Any data element so designated is regarded as being relevant to the document described, and likely to provide useful information, worthy of inclusion in the bibliographic record.

(b) The data element is not, however, an absolute requirement for complete, unambiguous bibliographic description and identification, and its inclusion is therefore optional, at the discretion of the individual user or system designer.

It should be noted that a data field which is rated as "essential" may include optional subfields. The detailed data element definition in Part 2 will indicate what constitutes the essential portion of each field (for example, field A08 and other title fields have an optional subfield to indicate the language of the title).

The main purpose of the table is to provide in one place a general view of all Reference Manual data fields and their status. This necessarily results in some limitations as to what can be explicitly represented.

One such limitation is that the status of data fields cannot be shown against each individual bibliographic level in multi-level records (e.g. A/M/S, M/C records, etc). However, in most cases the appropriate bibliographic level can be identified by implication. For example, it is clear that "Title of Analytic" (field A08) and "Language of Text" (field A23) - say in connection with an A/M/S record - apply to the analytic level of the record. For field A08 this is evident from the title of the field, for field A23 this can be derived from the fact that the A/M/S record is meant to describe in the first place the document corresponding to the analytic level. Whenever there is any doubt, as e.g. in the case of "Volume Identification Data" (field A05) and "Issue Identification Data" (field A06), the difficulty is of a theoretical rather than of a practical nature since, in any case, all essential fields for the entire record are indicated and controversy could only arise as to the most appropriate bibliographic level to which the particular field should be formally designated.

A second limitation is that the table, except in a few specific cases indicated by the symbols "K", "P", "R" and "T" (see note (1) to the table), does not distinguish between the different types of bibliographic entity. However, this particular differentiation in the presentation is unnecessary because, except in the few cases mentioned, the status indicated applies potentially to all types of bibliographic entity. In any event this approach has the advantage of keeping the dimensions of the table within physically manageable boundaries. Admittedly this reflects a departure in the present edition from the emphasis placed in the previous edition on linking particular combinations of bibliographic level to particular types of bibliographic entity. Whereas the principle of linking particular combinations of bibliographic level with particular types of bibliographic entity has been maintained in the present edition, it is recognized at the same time that this should not lead to the formulation of iron rules: different practical situations may dictate different requirements for combinations of bibliographic level and type of bibliographic entity. Unless otherwise indicated, therefore, the specifications in this regard in Chapter 1.5 are to be considered as nothing more than general guidelines reflecting the more usual cases. This is in line with one of the objectives stated in the Introduction to this Manual, i.e. to keep this exchange format "modular" to the greatest possible extent.

Finally it should be stressed that, for the detailed design of input and conversion procedures, it is expected that the systems designer will work primarily from Chapter 1.5, associated with the comprehensive definitions in Part 2.

TABLE OF DATA ELEMENTS AND THEIR STATUS

Tag	Name of Field/Data Element	Status								
		Bibliographic Level								
		A/S	A/M	A/M/S	A/M/C	M	M/S	M/C	S	C
A01	ISSN	E		E			E		E	
A02*	CODEN									
A03	Title of Serial	E		E			E		E	
A04*	Series Designation									
A05	Volume Identification Data (First Order Designation)	E	E^2	E	E^3		E	E^3		
A06	Issue Identification Data (Second Order Designation)	E	E^2	E^4	E^3		E^4			
A08	Title of Analytic	E		E	E					
A09	Title of Monograph		E	E	E	E	E	E		
A10	Title of Collection				E			E		E
A11	Person associated with Analytic	E	E	E	E					
A12	Person associated with Monograph		E	E	E	E	E	E		
A13	Person associated with Collection or Serial									E
A14	Affiliation - Analytic	E	E	E	E					
A15	Affiliation - Monograph						E^5			
A16*	Affiliation - Collection or Serial									
A17	Corporate Body associated with Analytic	E	E	E	E					
A18	Corporate Body associated with Monograph		E	E	E	E	E	E		
A19	Corporate Body associated with Collection or Serial									E
A20	Collation - Analytic	E	E	E	E					
A21	Date of Publication	E	E	E	E	E	E	E	E	E
A22*	Date other than Date of Publication									
A23	Language of Text	E	E	E	E	E	E	E	E	E
A24*	Language of Summary									
A25	Publisher: Name and Location (Monograph, Collection or Serial)		E	E^6	E	E	E^6	E	E	E
A26	ISBN		E	E	E	E	E	E		E
A27	Edition		E	E	E	E	E	E		E

Tag	Name of Field/Data Element	Status								
		Bibliographic Level								
		A/S	A/M	A/M/S	A/M/C	M	M/S	M/C	S	C
A28	Collation - Collection									E
A29	Collation - Monograph					E	E	E		
A30	Name of Meeting[7]	K	K	K	K	K	K	K	K	K
A31	Location of Meeting[7]	K	K	K	K	K	K	K	K	K
A32	Date of Meeting[7]	K	K	K	K	K	K	K	K	K
A33	Identification of Patent Document	P				P				
A34	Person Associated with Patent Document	P				P				
A35	Corporate Body associated with Patent Document	P				P				
A36*	Domestic Filing Data of Patent Document									
A37*	Convention Priority Data of Patent Document									
A38*	Reference to Legally Related Domestic Patent Document									
A39	Report Number		R	R		R	R			
A40*	Name of Performing Organization									
A41	University or Other Educational Institution		T			T	T			
A42*	Type of Degree									
A43	Availability of Document		R	R		RT	RT			
A44*	Abstract									
A45*	Number of References									
A46	"Summary Only" Note[8]									
A47*	Citation Number									
A51	Country of Publication Code		E	E	E	E	E	E	E	E
A52*	Secondary Source Citation									
A69*	Source Data Base									
A70*	Bibliography Note									
A72*	Contract or Grant Number									
A80*	Target Audience Code									
A90*	Related Record									
A99*	Ancillary Data									

Tag	Name of Field/Data Element	Status								
		Bibliographic Level								
		A/S	A/M	A/M/S	A/M/C	M	M/S	M/C	S	C
B01*	Broad System of Ordering Code									
B02*	Dewey Decimal Classification Number									
B04*	Universal Decimal Classification Number									
B08*	Other Classification Scheme Number									
B21*	Controlled Index Term									
B22*	Uncontrolled Index Term									
B30*	Type of Bibliographic Entity[9]									

NOTES

(1) The symbols heading the columns indicate single bibliographic levels or combinations of bibliographic levels in documents to be described. The meaning of the symbols is as follows:

A = analytic level
M = monographic level
S = serial level
C = collective level.

In the columns of the table, the "mandatory" or "essential" status of a data element in a particular field, at a given bibliographic level or combination of bibliographic levels, is indicated by the symbol "E". In principle a "status E" data element is essential for any type of bibliographic entity described at the indicated bibliographic level or combination of bibliographic levels. When a data element is essential only for either a conference document, patent, report or thesis, this has been indicated by the symbols "K", "P", "R", and "T" respectively.

(2) Essential only in case of a multi-volume monograph of which the individual volumes and/or parts have no individual title but individual page numbering. In this case first and/or second order designation may apply.

(3) Essential only in case of a collection of numbered monographic items. Also, in that case, only a first order designation may be applicable.

(4) Essential when the monographic level describes a serial issue or part treated as a single document (monograph) and when the issue or part carries a volume and issue identification or equivalent.

(5) Essential only for serial issues or parts treated as a single document (monograph).

(6) Not essential for serial issues or parts treated as a single document (monograph).

(7) The data elements in fields A30, A31 and A32 are essential - regardless of type of bibliographic entity and bibliographic level - if, and only if, the document described is formally designated as being or being part of the published or otherwise disseminated proceedings of a meeting, conference, etc.

(8) This data element is essential whenever the document described is a summary of another work.

(9) Field B30 may be used to record any type of bibliographic entity in addition to that indicated in character position 6 of the record label (see 3.1.2). Any code in character position 6 of the record label may also be repeated as the first entry in B30.

* Tags followed by an asterisk indicate data elements which are never designated as essential.

CHAPTER 1.5: SELECTION OF DATA ELEMENTS

1.5.0 Introduction

This chapter embodies recommendations as to the essential (mandatory) data elements required for the bibliographic description of each type of bibliographic entity defined in Chapter 1.2. In addition, certain other data elements are defined as supplementary (optional) for each type.

The categories "essential" and "supplementary" have been defined in Chapter 1.4 (page 1.4.1).

These two categories - "essential" and "supplementary" - must be interpreted in the light of the Reference Manual's purpose to define a minimum set of data elements required for the exchange of reliable bibliographic data between computer-based systems. Some users will find that information which is regularly included in their own systems is omitted from the lists of data elements given in this chapter. It must be stressed that the Manual is not intended to be exclusive; it is to be expected that users will define additional local data fields, while standardizing on the basic core set of bibliographic data elements listed in the Manual. It is recommended to use fields from Z00 to Z99 for local, non-standard fields.

The fact that a data element is not designated as either "essential" or "supplementary" for a given type of material does not mean that it cannot or should not be included in bibliographic records of this type, provided that it is present on or derivable from the document. This again is an area where users of the Manual are presented with a free choice. Thus, the fact that a blank appears against a particular data element in the matrixes in this chapter does not necessarily mean that the element in question is invalid in the given context. The designation "supplementary" is primarily intended to draw attention to data elements whose inclusion is recommended, but not regarded as obligatory.

When an individual document has the characteristics of more than one type of bibliographic entity, some users may wish to include whatever additional data are necessary for a full description. Others may prefer to limit the bibliographic record to the essential data elements for one particular type, depending on the functional requirements of their data base. Either approach is an equally valid implementation of the Reference Manual.

Since, for the purpose of bibliographic description, all documents can be divided into the two basic categories of serials and monographs, only four matrixes covering these two basic types which cut across all types of bibliographic entity are given on the following pages. The other types of bibliographic entity considered in the Reference Manual, i.e. reports, theses and dissertations, patent documents, and conference documents, are simultaneously either monographs or serials or a combination of both. To avoid the repetition of identical data elements over a number of different matrixes, the data elements specifically required for the description of reports, theses, etc. have been shown in separate sections of the serials and monographs matrixes. Together, these four matrixes show all the possible combinations of bibliographic level which normally occur in bibliographic records describing any of the six types of bibliographic entity considered by the Reference Manual.

For each possible combination of bibliographic level and type of bibliographic entity, the matrixes show the status (essential, supplementary or not relevant) of each bibliographic data element described in detail in Part 2 of the Manual. Status "essential" or "mandatory" is indicated by the code "E" and means that the data element must be included if present on or derivable from the original document. Code "O" indicates "supplementary" or "optional" status and means that the data element is not a required bibliographic data element, and that its inclusion is at the discretion of the individual user. Data elements against which no code appears in the tables are considered to be not relevant for the corresponding combinations of type of bibliographic level and type of bibliographic entity. However, as pointed out before, this does not necessarily preclude their use as optional elements in these combinations by parties to a particular exchange.

It should be noted that the matrixes on the following pages cannot possibly cover every conceivable combination of type of bibliographic entity and bibliographic level which may occur in an operational situation. However, they do cover the large majority of combinations which users of the Manual are likely to meet and they also provide the basic elements for description of cases not specifically covered. These matrixes are merely to be considered as a general guide to assist system designers in developing their own detailed matrixes for computer input and validation geared towards the specific requirements of their individual systems.

1.5.1 SERIALS

1.5.1.1 Bibliographic level and type of documents covered

In this section, the concept of bibliographic level is used to distinguish between bibliographic records which refer to:

(a) Individual articles or contributions in a particular issue of a serial (analytic level). The symbolic representation of such a bibliographic item in the matrixes that follow is A/S.

(b) Complete serial issues or parts which are described as single documents (monographic level). The symbolic representation of such items is M/S.

(c) Individual monographs which are part of a monographic series (monographic level). In this case the symbolic representation is also M/S.

(d) Serials described as entities in their own right (i.e. described at the serial level). The symbolic representation of serials thus described is S.

There is in fact very little difference between (b) and (c) but the distinction is made necessary because of a possible different treatment of the status of certain data elements, for example, "Publisher" (field A25) and "Country of publication" (field A51).

Since the main concern of the Reference Manual is with the bibliographic description of individual scientific and technical documents, as covered in secondary information services, no explicit provision has been made in the following matrixes for the cataloguing of serials at the serial level. Nevertheless, the Reference Manual does provide a minimum number of data elements necessary for this purpose. They are listed on the next page for the intention of those users who may need to make concise descriptions of serials as entities in their own right.

Data elements for the description of serials at the serial level

Name of field/data element	Tag	Status*
ISSN	A01	E
CODEN	A02	0
Title of Serial	A03	E
Series Designation	A04	0
Person associated with Collection or Serial	A13	0
Affiliation - Collection or Serial	A16	0
Corporate Body associated with Collection or Serial	A19	0
Date of Publication	A21	E
Language of Text	A23	E
Language of Summary (1)	A24	0
Publisher: Name and Location (Monograph, Collection or Serial)	A25	E
Availability of Document	A43	0
Abstract (2)	A44	0
Citation Number	A47	0
Country of Publication Code	A51	E
Secondary Source Citation	A52	0
Source Data Base	A69	0
Target Audience Code	A80	0
Related Record	A90	0
Ancillary Data	A99	0
Broad System of Ordering Code	B01	0
Dewey Decimal Classification Number	B02	0
Universal Decimal Classification Number	B04	0
Other Classification Scheme Number	B08	0
Controlled Index Term	B21	0
Uncontrolled Index Term	B22	0
Type of Bibliographic Entity	B30	0

* E = essential (mandatory)
0 = supplementary (optional)

(1) This field may be used to indicate the language(s) in which summaries of contributions to the serial are given.

(2) This field may be used for a statement of the general purpose of the serial, its scientific or other spheres of interest and, in general, any kind of information considered useful and not covered or in insufficient detail in other fields.

1.5.1.2 Data element matrixes for serials

Matrixes 1 and 2 show the data elements which are considered to be essential and those which are considered to be supplementary for the description of serials. Detailed definitions of each element are given in Part 2 of the Manual, which can be referenced by the tag code shown in the matrix. Status Code E means that the data element must be included if present on or derivable from the original document (thus, for example, the serial title code ISSN is an essential data element even though it may not appear on the document). Status Code O means that the data element is not a required bibliographic data element, and that its inclusion is at the discretion of the individual user. A blank (no entry) in a column against a given data element means that its use at the corresponding bibliographic level is irrelevant or not considered in the Reference Manual. This does not necessarily preclude its use as a local element by an individual information system.

As to the practical organization of the matrixes, each column indicating the status of the data elements relates to one single bibliographic level only. This approach enables users to construct their own detailed matrixes by type of bibliographic entity and required combination of bibliographic levels, simply by selecting and combining individual columns from matrixes 1 and 2 as needed, without it being necessary to include in the text of the Reference Manual a detailed table for each type of document at each possible combination of bibliographic levels. Another important advantage of this "modular" approach is that the status information indicated in each column of the matrixes is precise for each data element at each individual bibliographic level.

MATRIX 1 - SERIALS: A/S AND M/S RECORDS*

Name of Field/Data Element	Tag	Status Bibliographic Level A	 M	 S	Notes
ISSN	A01			E	
CODEN	A02			0	
Title of Serial	A03			E	
Series Designation	A04			0	
Volume Identification Data (First Order Designation)	A05	E[1]	E[1,5]		
Issue Identification Data (Second Order Designation)	A06	E[1]	E[1,5]		
Title of Analytic	A08	E[4]			
Title of Monograph	A09		E		
Title of Collection	A10				
Person associated with Analytic	A11	E			
Person associated with Monograph	A12		E		
Person associated with Collection or Serial	A13				
Affiliation - Analytic	A14	E			
Affiliation - Monograph	A15		E		
Affiliation - Collection or Serial	A16				
Corporate Body associated with Analytic	A17	E[2]			
Corporate Body associated with Monograph	A18		E[2]		
Corporate Body associated with Collection or Serial	A19				
Collation - Analytic	A20	E			
Date of Publication[12]	A21	E[1]	E		
Date other than Date of Publication	A22	0	0		
Language of Text	A23	E	E		
Language of Summary	A24	0	0		
Publisher: Name and Location (Monograph, Collection or Serial)	A25		E[6]		
ISBN	A26		E[6]		
Edition	A27		E[6]		
Collation - Collection	A28				
Collation - Monograph	A29		E		
Availability of Document	A43	0[7]	0[7]		
Abstract	A44	0	0		
Number of References	A45	0	0		
"Summary Only" Note	A46	E[8]	E[8]		
Citation Number	A47	0	0		
Country of Publication Code	A51		E[9]		
Secondary Source Citation	A52	0	0		
Source Data Base	A69	0	0		
Bibliography Note	A70	0	0		

Name of Field/Data Element	Tag	Status			Notes
		Bibliographic Level			
		A	M	S	
Target Audience Code	A80	0	0		
Related Record	A90	0	0		
Ancillary Data	A99	0	0	0	
Broad System of Ordering Code	B01	0	0		
Dewey Decimal Classification Number	B02	0	0		
Universal Decimal Classification Number	B04	0	0		
Other Classification Scheme Number	B08	0	0		
Controlled Index Term	B21	0	0		
Uncontrolled Index Term	B22	0	0		
Type of Bibliographic Entity	B30	0[3]	0[3]		
Additional Data Elements for Description of Conference Documents					
Name of Meeting	A30	E	E		
Location of Meeting	A31	E	E		
Date of Meeting	A32	E	E		
Additional Data Elements for Description of Patent Documents					INID CODE
Identification of Patent Document	A33	E			19,11
Person associated with Patent Document	A34	E			71 to 73
Corporate Body associated with Patent Document	A35	E			75,76
Domestic Filing Data of Patent Document	A36	0			21,22,23
Convention Priority Data of Patent Document	A37	0			34,32,33
Reference to Legally Related Domestic Patent Document	A38	0			61 to 64
Additional Data Elements for Description of Reports					
Report Number	A39		E[10]		
Name of Performing Organization	A40		0[10]		
Contract or Grant Number	A72		0[10]		
Additional Data Elements for Description of Theses and Dissertations					
University or Other Educational Institution	A41		E[11]		
Type of Degree	A42		0[11]		

MATRIX 1 - NOTES

* A/S: multi-level records consisting of an analytic and a serial bibliographic level, describing serial articles.

M/S: multi-level records consisting of a monographic and a serial bibliographic level, describing:

(a) entire serial issues or parts treated as single documents;

(b) individual items (monographs) treated as parts of a monographic series.

All essential (mandatory) and supplementary (optional) data elements for an A/S or M/S record can be identified from consulting in conjunction columns A and S or M and S respectively.

(1) This data element could also be considered as belonging to the serial level of the record.

(2) Essential only if present on the piece and if there is no personal author or equivalent.

(3) Field B30 may be used to record any type of bibliographic entity in addition to that indicated in character position 6 of the record label (see 3.1.2). Any code in character position 6 of the record label may also be repeated as the first entry in B30.

(4) If used as title of a patent, INID code 54 applies.

(5) First and second order designations may not be applicable in the case of monographs issued as part of a monographic series.

(6) Publisher, ISBN and edition are essential data elements only in the case of monographs published in a series. They are either not applicable or not recommended for the description of single serial issues or parts treated as single documents, with the exception of ISBN which should always be entered if present on the document.

(7) Essential for monographs which are part of a report or thesis series or any series which is not distributed through the normal commercial channels. Use of an availability statement is also recommended for articles published in serials (e.g. newsletters) of limited circulation.

(8) Essential whenever the document described is a summary of another work.

(9) Essential only for the description of a monograph issued as part of a monographic series.

(10) Normally reports are likely to be issued as monographs in their own right or as parts of a report series. This data element will, therefore, not usually apply to individual serial issues treated as single documents.

(11) For the purposes of the Reference Manual, theses and dissertations are described as monographs in their own right or as parts of a thesis series. This data element will, therefore, not usually apply to individual serial issues treated as single documents.

(12) If used in connection with a patent document, the INID numbers 41 to 47 apply.

MATRIX 2 - SERIALS: A/M/S RECORDS*

Name of Field/Data Element	Tag	Status Bibliographic Level		
		A	M	S
ISSN	A01			E
CODEN	A02			0
Title of Serial	A03			E
Series Designation	A04			0
Volume Identification Data (First Order Designation)	A05		$E^{1,2}$	
Issue Identification Data (Second Order Designation)	A06		$E^{1,2}$	
Title of Analytic	A08	E		
Title of Monograph	A09		E	
Title of Collection	A10			
Person associated with Analytic	A11	E		
Person associated with Monograph	A12		E	
Person associated with Collection or Serial	A13			
Affiliation - Analytic	A14	E		
Affiliation - Monograph	A15		0	
Affiliation - Collection or Serial	A16			
Corporate Body associated with Analytic	A17	E^{3}		
Corporate Body associated with Monograph	A18		E^{3}	
Corporate Body associated with Collection or Serial	A19			
Collation - Analytic	A20	E		
Date of Publication	A21		E	
Date other than Date of Publication	A22	0	0	
Language of Text	A23	E		
Language of Summary	A24	0		
Publisher: Name and Location (Monograph, Collection or Serial)	A25		E^{4}	
ISBN	A26		E^{4}	
Edition	A27		E^{4}	
Collation - Collection	A28			
Collation - Monograph	A29		0	
Availability of Document	A43		0^{5}	
Abstract	A44	0		
Number of References	A45	0		
"Summary Only" Note	A46	E^{6}		
Citation Number	A47	0		
Country of Publication Code	A51		E^{7}	
Secondary Source Citation	A52	0		
Source Data Base	A69	0		
Bibliography Note	A70	0		

Name of Field/Data Element	Tag	Status		
		Bibliographic Level		
		A	M	S
Target Audience Code	A80	0		
Related Record	A90	0		
Ancillary Data	A99	0	0	0
Broad System of Ordering Code	B01	0		
Dewey Decimal Classification Number	B02	0		
Universal Decimal Classification Number	B04	0		
Other Classification Scheme Number	B08	0		
Controlled Index Term	B21	0		
Uncontrolled Index Term	B22	0		
Type of Bibliographic Entity	B30	0[8]		
Additional Data Elements for Description of Conference Documents				
Name of Meeting	A30	E		
Location of Meeting	A31	E		
Date of Meeting	A32	E		
Additional Data Elements for Description of Patent Documents				
Identification of Patent Document	A33			
Person associated with Patent Document	A34			
Corporate Body associated with Patent Document	A35			
Domestic Filing Data of Patent Document	A36			
Convention Priority Data of Patent Document	A37			
Reference to Legally Related Domestic Patent Document	A38			
Additional Data Elements for Description of Reports				
Report Number	A39		E[9]	
Name of Performing Organization	A40		0[9]	
Contract or Grant Number	A72		0[9]	
Additional Data Elements for Description of Theses and Dissertations				
University or Other Educational Institution	A41		E	
Type of Degree	A42		0	

MATRIX 2 - NOTES

* A/M/S: multi-level records consisting of an analytic, a monographic and a serial bibliographic level.

The M/S component of such a record describes either:

(a) an entire serial issue or part treated as a single document;

(b) an individual item (monograph) treated as part of a monographic series.

To identify all essential and optional data elements for an A/M/S record, the A, M, and S columns should be consulted in conjunction.

(1) This data element could also be considered as belonging to the serial level of the record.

(2) First and second order designations may not be applicable in the case of monographs issued as part of a monographic series.

(3) Essential only if present on the piece and if there is no personal author or equivalent.

(4) Publisher, ISBN and Edition are essential data elements only in the case of monographs published in a series. They are either not applicable or not recommended for the description of single serial issues or parts treated as single documents, with the exception of ISBN which should always be entered if present on the document.

(5) Essential data element for reports and theses issued as parts of a series and, in general, for any type of document recorded which is not available through normal commercial channels.

(6) This data element is essential when the document described is a summary of another work.

(7) Essential only when the monographic component is part of a series.

(8) Field B30 may be used to record any type of bibliographic entity in addition to that indicated in character position 6 of the record label (see 3.1.2). Any code in character position 6 of the record label may also be repeated as the first entry in B30.

(9) Normally reports are likely to be issued as monographs in their own right or as parts of a report series. This data element will, therefore, not usually apply to individual serial issues or parts treated as single documents.

1.5.2 MONOGRAPHS

1.5.2.1 Bibliographic level and type of documents covered

In this section, the concept of bibliographic level is used to distinguish between bibliographic records which refer to:

(a) A non-serial (i.e. finite) collection of monographs ("books") treated as a single entity (collective level). The symbolic representation of such a document in the matrixes that follow is C.

(b) A monograph ("book") treated as a single, self-contained bibliographic entity (monographic level). The symbolic representation of such a document in the matrixes is M.

(c) A monograph described as an individual part of a collection (monographic level). In this case the symbolic representation is M/C.

(d) A chapter, contribution, etc., in a monograph, treated as a separate entity (analytic level). Symbolic representation: A/M.

(e) A chapter, contribution etc., in a monograph, treated as a separate entity, the monograph forming part of a collection (analytic level). Symbolic representation: A/M/C.

1.5.2.2 Data element matrixes for monographs

Matrixes 3 and 4 show the data elements which are considered to be essential (mandatory) and those which are considered to be supplementary (optional) for the description of monographs ("books"). Detailed definitions of each element are given in Part 2 of the Manual, which can be referenced by the tag code shown in the matrix. Status code E means that the data element must be included if present on or derivable from the original document. Status code O means that the data element is not a required data element, and that its inclusion is at the discretion of the individual user. A blank (no entry) in a column against a given data element means that its use at the corresponding bibliographic level is irrelevant or not considered in the Reference Manual. This does not necessarily preclude its use as a local element by an individual information system.

As to the practical organization of the matrixes, each column indicating the status of the data elements relates to one single bibliographic level only. This approach enables users to construct their own detailed matrixes by type of bibliographic entity and required combination of bibliographic levels, simply by selecting and combining individual columns from matrixes 1 and 2 as needed, without it being necessary to include in the text of the Reference Manual a detailed table for each type of document at each possible combination of bibliographic levels. Another important advantage of this "modular" approach is that the status information indicated in each column of the matrixes is precise for each data element at each individual bibliographic level.

MATRIX 3 - MONOGRAPHS: M, C AND M/C RECORDS*

Name of Field/Data Element	Tag	Status				Notes
		Bibliographic Level				
		M	C	M in M/C	C in M/C	
ISSN	A01					
CODEN	A02					
Title of Serial	A03					
Series Designation	A04					
Volume Identification Data (First Order Designation)	A05			E[7]		
Issue Identification Data (Second Order Designation)	A06			E[7]		
Title of Analytic	A08					
Title of Monograph	A09	E[1]		E		
Title of Collection	A10		E		E	
Person associated with Analytic	A11					
Person associated with Monograph	A12	E		E		
Person associated with Collection or Serial	A13		E		0	
Affiliation - Analytic	A14					
Affiliation - Monograph	A15	0		0		
Affiliation - Collection or Serial	A16		0		0	
Corporate Body associated with Analytic	A17					
Corporate Body associated with Monograph	A18	E[2]		E[2]		
Corporate Body associated with Collection or Serial	A19		E[2]		0	
Collation - Analytic	A20					
Date of Publication	A21	E[3]	E	E	0[8]	
Language of Text	A23	E	E	E		
Language of Summary	A24	0	0	0		
Publisher: Name and Location (Monograph, Collection or Serial)	A25	E	E	E	[9]	
ISBN	A26	E	E	E	[10]	
Edition	A27	E	E	E	[10]	
Collation - Collection	A28		E		0	
Collation - Monograph	A29	E		E		
Availability of Document	A43	0[4]	0[4]	0[4]		
Abstract	A44	0	0	0		
Number of References	A45	0	0	0		
"Summary Only" Note	A46	E[5]	E[5]	E[5]		
Citation Number	A47	0	0	0		
Country of Publication Code	A51	E	E	E	[9]	
Secondary Source Citation	A52	0	0	0		
Source Data Base	A69	0	0	0		
Bibliography Note	A70	0	0	0		

Name of Field/Data Element	Tag	Status				Notes
		Bibliographic Level				
		M	C	M in M/C	C in M/C	
Target Audience Code	A80	0	0	0		
Related Record	A90	0	0	0		
Ancillary Data	A99	0	0	0	0	
Broad System of Ordering Code	B01	0	0	0		
Dewey Decimal Classification Number	B02	0	0	0		
Universal Decimal Classification Number	B04	0	0	0		
Other Classification Scheme Number	B08	0	0	0		
Controlled Index Term	B21	0	0	0		
Uncontrolled Index Term	B22	0	0	0		
Type of Bibliographic Entity	B30	0[6]	0[6]	0[6]		
Additional Data Elements for Description of Conference Documents						
Name of Meeting	A30	E	E	E		
Location of Meeting	A31	E	E	E		
Date of Meeting	A32	E	E	E		
Additional Data Elements for Description of Patent Documents						INID CODE
Identification of Patent Document	A33	E				19,11
Person Associated with Patent Document	A34	E				{71 to 73
Corporate Body associated with Patent Document	A35	E				75,76
Domestic Filing Data of Patent Document	A36	0				21,22,23
Convention Priority Data of Patent Document	A37	0				31,32,33
Reference to Legally Related Domestic Patent Document	A38	0				61 to 64
Additional Data Elements for Description of Reports						
Date other than Date of Publication	A22	0				
Report Number	A39	E				
Name of Performing Organization	A40	0				
Contract or Grant Number	A72	0				
Additional Data Elements for Description of Theses and Dissertations						
Date other than Date of Publication	A22	0				
University or other Educational Institution	A41	E				
Type of Degree	A42	0				

MATRIX 3 - NOTES

* M: monographic level;
a single-level record, consisting of only one bibliographic (i.e. the monographic) level, describing a monographic item or book, i.e. a single, self-contained bibliographic entity.

C: collective level;
a single-level record, consisting of only one bibliographic (i.e. the collective)level, describing a set (collection) of monographic items as a single entity.

M/C: a two-level record, consisting of a monographic and a collective bibliographic level, describing a monographic item which forms part of a collection.

All essential (mandatory) and supplementary (optional) data elements for an M or a C record can be identified by consulting columns M and C respectively. Essential and optional data elements for an M/C record can be identified by consulting columns M in M/C and C in M/C in conjunction.

(1) If used as title of a patent INID number 54 applies.

(2) Essential only if present on the document and if there is no personal author or equivalent.

(3) If used in connection with a patent document INID numbers 41 to 47 apply.

(4) Essential if not available through normal commercial channels and, in any event, for reports and theses.

(5) Essential if the record describes a work which is not the original document but a summary of it.

(6) Field B30 may be used to record any type of bibliographic entity in addition to that indicated in character position 6 of the record label (see 3.1.2). Any code in character position 6 of the record label may also be repeated as the first entry in B30.

(7) Essential only if the collection to which the monographic item belongs has numbered parts. Also, in that case, only a first order designation may be applicable.

(8) The date of publication may be entered in the case of a collection of works published or otherwise issued on a date which is different from the date of publication of its component monographic parts (e.g. a collection of the different works of one author, published as a collection, on one specific date).

(9) Normally the publisher and country of publication of the collection and of its monographic parts will be the same and these data elements may be entered either at the monographic or at the collective level.

(10) Depending on the physical arrangement of the collection, ISBN and Edition may apply to either the monographic parts or to the collection as such.

MATRIX 4 - MONOGRAPHS: A/M and A/M/C RECORDS*

Name of Field/Data Element	Tag	Bibliographic Level/Status				
		A in A/M	M in A/M	A in A/M/C	M in A/M/C	C in A/M/C
ISSN	A01					
CODEN	A02					
Title of Serial	A03					
Series Designation	A04					
Volume Identification Data (First Order Designation)	A05		E^1		E^7	
Issue Identification Data (Second Order Designation)	A06		E^1		E^7	
Title of Analytic	A08	E		E		
Title of Monograph	A09		E		E	
Title of Collection	A10					E
Person associated with Analytic	A11	E		E		
Person associated with Monograph	A12		E		E	
Person associated with Collection or Serial	A13					0
Affiliation - Analytic	A14	E		E		
Affiliation - Monograph	A15		0		0	
Affiliation - Collection or Serial	A16					0
Corporate Body associated with Analytic	A17	E^2		E^2		
Corporate Body associated with Monograph	A18		E^2		E^2	
Corporate Body associated with Collection or Serial	A19					0^8
Collation - Analytic	A20	E$_3$		E$_3$		
Date of Publication	A21		E^3		E^3	0^9
Language of Text	A23	E		E		
Language of Summary	A24	0		0		
Publisher: Name and Location (Monograph, Collection or Serial)	A25		E		E	^{10}
ISBN	A26		E		E	^{11}
Edition	A27		E		E	^{11}
Collation - Collection	A28					0
Collation - Monograph	A29		0		0	
Availability of Document	A43		0^4	0^4		
Abstract	A44	0		0		
Number of References	A45	0		0		
"Summary Only" Note	A46	E^5		E^5		
Citation Number	A47	0		0		
Country of Publication Code	A51		E		E	0^{10}
Secondary Source Citation	A52	0		0		
Source Data Base	A69	0		0		
Bibliography Note	A70	0		0		

Name of Field/Data Element	Tag	Bibliographic Level/Status				
		A in A/M	M in A/M	A in A/M/C	M in A/M/C	C in A/M/C
Target Audience Code	A80	0		0		
Related Record	A90	0		0		
Ancillary Data	A99	0	0	0	0	0
Broad System of Ordering Code	B01	0		0		
Dewey Decimal Classification Number	B02	0		0		
Universal Decimal Classification Number	B04	0		0		
Other Classification Scheme Number	B03	0		0		
Controlled Index Term	B21	0		0		
Uncontrolled Index Term	B22	0		0		
Type of Bibliographic Entity	B30	0[6]		0[6]		
Additional Data Elements for Description of Conference Documents						
Name of Meeting	A30	E		E		
Location of Meeting	A31	E		E		
Date of Meeting	A32	E		E		
Additional Data Elements for Description of Patent Documents						
Identification of Patent Document	A33					
Person associated with Patent Document	A34					
Corporate Body associated with Patent Document	A35					
Domestic Filing Data of Patent Document	A36					
Convention Priority Data of Patent Document	A37					
Reference to Legally Related Domestic Patent Document	A38					
Additional Data Elements for Description of Reports						
Date other than Date of Publication	A22		0			
Report Number	A39		E			
Name of Performing Organization	A40		0			
Contract or Grant Number	A72		0			
Additional Data Elements for Description of Theses and Dissertations						
Date other than Date of Publication	A22		0			
University or Other Educational Institution	A41		E			
Type of Degree	A42		0			

MATRIX 4 - NOTES

*A: analytic level
M: monographic level
C: collective level

A/M: a two-level record, consisting of an analytic and a monographic level, describing a component part (analytic) of a larger monographic work.

A/M/C: a three-level record, consisting of an analytic, a monographic and a collective level, describing a component part (analytic) of a larger monographic work which is itself part of a non-serial (i.e. finite) collection of monographs.

All essential (mandatory) and supplementary (optional) data elements for an A/M or an A/M/C record can be identified by consulting in conjunction columns A in A/M and M in A/M for an A/M record, and columns A in A/M/C, M in A/M/C and C in A/M/C for an A/M/C record

(1) Essential only in case of a multi-volume monograph of which the individual volumes and/or parts have no individual title but individual page numbering. In this case only one or both order designations may apply.

(2) Essential only if present on the document and if there is no personal author or equivalent.

(3) The date of publication of the contribution and that of the monographic item of which the contribution forms a part are normally the same and apply equally to the analytic and the monographic level. However, there is no need to enter this data element twice, either in a record or in the matrix.

(4) Essential if not available through normal commercial channels and, in any event, for reports and theses.

(5) Essential if the record describes a work which is not the original document but a summary of it.

(6) Field B30 may be used to record any type of bibliographic entity in addition to that indicated in character position 6 of the record label (3.1.2). Any code in character position 6 of the record label may also be repeated as the first entry in B30.

(7) Essential only if the collection to which the monographic item belongs has numbered parts. Also, in that case, only a first order designation may be applicable.

(8) In most cases, if there is a corporate body associated with a collection, it will be the same as that associated with the monograph and it will then not be necessary to repeat it. In any event this is an optional data element at the collective level of an A/M/C record.

(9) The date of publication may be entered in the case of a collection of works published or otherwise issued on a date which is different from the date of publication of its component monographic parts (e.g. a collection of the different works of one author, published as a collection, on one specific date).

(10) Normally the publisher and country of publication of the collection and of its monographic parts will be the same and these data elements may then be entered either at the monographic or at the collective level.

(11) Depending on the physical arrangement of the collection, ISBN and Edition may apply to either the monographic parts or to the collection as such.

1.5.3 REPORTS

1.5.3.1 Bibliographic level

In this section, the concept of bibliographic level is used to distinguish between bibliographic records which refer to:

(a) A report treated as a single item (monographic level). The symbolic representation of such a report is M.

(b) A report treated as a single item, which is part of a report series (monographic level). Symbolic representation: M/S.

(c) A chapter or section of a report which itself is either part or not of a report series (analytic level). Symbolic representation: A/M or A/M/S.

Other combinations of bibliographic levels may possibly be used in describing reports (for example A/M/C, M/C) but they are not explicitly considered in the matrixes. However, the Reference Manual in general and the matrixes in particular do contain all necessary information to develop the appropriate sets of data elements if needed.

1.5.3.2 Data element matrix for reports

No separate comprehensive matrix for reports is given because there are only four data elements which are specific to reports and any specific matrix needed can be derived from those given for serials and monographs.

The additional data elements specific to the description of reports are:

Name of field/data element	Tag	Status*
Date of other than Date of Publication	A22	0
Report Number	A39	E
Name of Performing Organization	A40	0
Contract or Grant Number	A72	0

---

*E = essential (mandatory)
0 = supplementary (optional)

Detailed descriptions of all relevant data elements appear in Part 2 of the Manual.

1.5.4 THESES AND DISSERTATIONS

1.5.4.1 Bibliographic level

In this section, the concept of bibliographic level is used to distinguish between bibliographic records which refer to:

(a) A thesis treated as a single item (monographic level). The symbolic representation of such a thesis is M.

(b) A thesis treated as a single item which is part of a thesis series (monographic level). Symbolic representation: M/S.

(c) A chapter or section of a thesis which itself is either part or not of a thesis series (analytic level). Symbolic representation: A/M or A/M/S.

Other combinations of bibliographic levels may possibly be used in describing theses (for example A/M/C, M/C) but they are not explicitly considered in the matrixes. However, the Reference Manual in general and the matrixes in particular do contain all necessary information to develop the appropriate sets of data elements if needed.

1.5.4.2 Data element matrix for theses

No separate comprehensive matrix for theses is given because there are only three data elements which are specific to theses and dissertations and any matrix needed can be derived from those given for serials and monographs.

The additional data elements specific to the description of theses are:

Name of field/data element	Tag	Status*
Date other than Date of Publication	A22	0
University or Other Educational Institution	A41	E
Type of Degree	A42	0

---

* E = essential (mandatory)
0 = supplementary (optional)

Detailed descriptions of all relevant data elements appear in Part 2 of the Manual.

1.5.5 PATENT DOCUMENTS

1.5.5.1 Definition

Patent documents include patents, inventors' certificates, utility models or certificates, and applications therefore. A list of patent documents arranged by type of document is given in Appendix D. Throughout this section, the term "patents" is to be read as including all types of patent documents as mentioned above.

1.5.5.2 Coverage of patents by abstracting and indexing services

Those abstracting and indexing services which cover patent documents may do so from either or both of two points of view: either in order to provide a comprehensive coverage of patents in a particular subject field, in sufficient detail to satisfy legal as well as scientific interests; or more selectively, from the point of view of scientific and technical information content.

The minimum set of essential bibliographic data elements defined in the Reference Manual is designed to satisfy the requirements of this second approach. Some supplementary data elements are also included, but services which aim at a comprehensive coverage of patents as legal documents may need to add further data elements to this set.

1.5.5.3 Relationship between the Reference Manual and ISO Standards

In preparing this section of the Reference Manual, due account has been taken of ISO 3388-1977: Patent documents - Bibliographic references - Essential and complementary elements. All elements defined in the ISO standard as essential for "short" bibliographic references to patent documents have been incorporated into the recommendations of the Reference Manual.

1.5.5.4 Relationship between the Reference Manual and ICIREPAT recommendations

This section of the Reference Manual has been prepared in full consultation with representatives of the World Intellectual Property Organization (WIPO), and every effort has been made to retain a strict correspondence with the relevant recommendations of ICIREPAT (Paris Union Committee for International Co-operation in Information Retrieval among Patent Offices) for the identification and presentation of bibliographic data elements appearing on patent documents.

In December 1979 ICIREPAT was superseded by the WIPO Permanent Committee on Patent Information (PCPI). Several ICIREPAT recommendations are now being revised by PCPI and relevant ones will be included in updates of the Reference Manual.

1.5.5.5 INID Codes

A WIPO recommendation reproduced in Appendix F provides for a numeric encoding scheme whereby the various data elements appearing on the first page of a patent document can be identified without knowledge of the language used in the country concerned. The scheme is already successfully applied by a number of Patent Offices. This encoding scheme has been given the acronym "INID" (Internationally Agreed Numbers for Identification of Data).

INID codes are printed against relevant data elements on the first page of a patent document. They are frequently enclosed in a small circle (see example below); or they may be printed in parentheses or brackets.

Example:

(54) Méthode et appareil pour fair des plaques optiques en fibres conductrices d'image fusionnées ensemble.

(72) Invention de: Frederik Harwood Norton.

㉝ ㉜ ㉛ Priorité conventionnelle: Demande de brevet déposée aux Etats-Unis d'Amérique le 20 juin 1969, n^{o} 835.113 au nom de Frederik Harwood Norton.

As far as possible, a close correspondence has been maintained between data elements recommended in the Reference Manual and WIPO standards or recommendations. The INID codes are included in the matrix of data elements for patent documents. It should be noted, however, that the correspondence is not always on an exact one-to-one basis: see data element definitions in Part 2 for full details.

A complete list of INID codes is given on pages 2.A33.2-2.A33.6.

1.5.5.6 Standard code for identification of different kinds of patent documents

WIPO has established a recommendation which provides for an encoding scheme whereby the various kinds of patent documents can be identified. This code is reproduced in Appendix D. It is referred hereafter in the Manual as the "KD code for patent documents", and its use is recommended as the preferred means of identifying document type.

1.5.5.7 Bibliographic level

Patent documents are normally to be regarded as individual items, and thus treated at the monographic level. In certain countries, however, the method of publication may be as a notice in an official gazette, which has the characteristics of a serial.

A bibliographic record which was prepared from the patent document itself should therefore be entered at the monographic level. Symbolic representation: M.

A bibliographic record which is taken from the notice published in an official gazette should be entered at the analytic level. Symbolic representation: A/S.

In either case the same set of data elements is used to describe the patent document, but, in the second case, these data elements should be combined in a single bibliographic record with data elements appropriate for the description of a serial contribution.

1.5.5.8 Data element matrix for patent documents

This matrix shows those items which are considered to be additional data elements needed for the description of patent documents. INID codes corresponding to each data element are also shown. Detailed definitions of each element are given in Part 2 of the Manual, which can be referenced by the tag code shown in the matrix.

Status code E means that the data element must be included if present on or derivable from the original document. Status code 0 means that the data element is not a required bibliographic data element, and that its inclusion is at the discretion of the individual user.

A comprehensive matrix for patent documents can be derived from the matrixes given for serials and monographs.

The additional data elements specific to the description of patent documents are:

Name of field/date element	Tag	Status	INID Code
Identification of patent document (includes issuing country*, document type, document number)	A33	E	19,11
Person associated with patent document	A34	E	71 to 73
Corporate body associated with patent document	A35	E	75,76
Domestic filing data	A36	0	21,22,23
Convention priority data	A37	0	31,32,33
Reference to legally related domestic patent document	A38	0	61 to 64

---

* It is recommended that Language of Patent Document (field A23) be included as an essential element where it is not unambiguously identified by reference to the "issuing country", e.g. in the case of patent documents originating in Canada, Finland, USSR, etc.

1.5.6 CONFERENCE DOCUMENTS

1.5.6.1 Bibliographic level

Conference documents can be described in records consisting of any combination of bibliographic levels. There is, therefore, no need at all to construct a specific matrix for such documents. Instead, it is sufficient to specify three data elements to be added to any type of record at any bibliographic level to indicate that the item described is or is part of the proceedings of a conference, meeting, etc., whether published as a monograph, or in a regular journal, or otherwise.

1.5.6.2 Description

The additional data elements specific to the description of conference documents are:

Name of field/data element	Tag	Status*
Name of Meeting	A30	E**
Location of Meeting	A31	E
Date of Meeting	A32	E

---

* E = essential (mandatory)

** essential if the title of the meeting is not included in the title of the publication; optional if the title of the meeting is so included.

These data elements may be used at any bibliographic level.

Detailed descriptions of all relevant data elements appear in Part 2 of the Manual.

It should be emphasized that the inclusion of conference details is regarded as essential if, and only if, the publication is explicitly identified as constituting the formal proceedings of a conference. It follows that, where individual papers are identified (e.g. in a footnote in a journal) as having been presented in the first instance at a meeting, the inclusion of this information in the bibliographic record is optional.

PART 2: DATA ELEMENT DEFINITIONS

Part 2 of the Reference Manual provides detailed definitions of data elements, arranged in alphanumeric order of data field codes.

Each data element is defined in terms of:

(a) A brief summary of the essential features (Field definition)

(b) A detailed description of the data element (Data description)

(c) Examples, wherever necessary and appropriate.

General conventions

The following conventions are applicable to all fields:

(a) Indicators

Indicator positions 1 and 2 are reserved for the uses indicated in the *Manual*. Where they are not so used, they are entered as zeros. If either or both of the indicator positions is used, the value zero always has the meaning "not specified" (see, for example, field A 08).

Throughout the Manual, only two indicator positions are used. In a specific implementation, one or more extra indicator positions could be inserted, if required, after indicator position 2 and before the first subfield identifier.

(b) Subfield identifiers

As defined in Part 3, a subfield identifier consists of the ISO character IS_1 and one other symbol (usually a numeric digit). For the purposes of illustration, the IS_1 code is represented by the symbol '@'. Expressions of the form 'subfield 0', 'subfield 1' are used to designate 'the subfield introduced by the identifier @1', and so on.

(c) Field separators

The field separator character IS_2 is omitted in all examples, but should be understood as being present in the bibliographic record as the character immediately following the end of the data string shown in any example.

(d) Character coding

No attempt is made in the examples to reproduce the code structures which would be used in the machine record: all data strings are shown as plain text.

(e) Representation of 'zero' and 'space'

To avoid ambiguity, the symbol '0' is used for the number 'zero'. 'Space' or 'blank' is represented by 'b̸'.

(f) Implementation options

Where a number of user options exists, it has not always been possible to show all alternatives in the set of examples chosen for a particular data field. In such cases, the selection of a particular option does not imply that this is a 'preferred' implementation.

(g) 'Notes' subfield

The notes subfield (identifier @N) is an optional subfield which may be included in any data field to incorporate additional free form information which the user wishes to associate specifically with the content of the field. This subfield should be used only as a last resort when the information cannot be entered in any defined field. @N is applicable to any field and so has not been included in the definitions of the fields.

A01: ISSN (INTERNATIONAL STANDARD SERIAL NUMBER)

1. Field definition

Tag: A01
Indicators: 00
Subfield: 0: ISSN: fixed length nine characters. Character set restricted to numerals only, except for the last character which may be a numeral or letter 'X', and a hyphen between the fourth and fifth characters.
Repeatable: No

2. Data description

Field A01 is used to enter the International Standard Serial Number (ISSN) as a unique identification of a serial title.

The ISSN is an 8-digit number, the last figure being a check character. Because of the method of check-digit calculation, the last character may either be numeric or letter 'X'. Where the ISSN appears on the original document it is preceded by the letters 'ISSN', and the number itself is divided into two four-character groups with a hyphen as separator. It should be entered in field A01 with a hyphen, but without the text 'ISSN'.

3. Example

ISSN as shown on the piece: "ISSN 0046-9963".

Contents of field A01: 00@00046-9963

4. Supplementary notes

The assignment and dissemination of ISSN are the responsibility of the International Serials Data System, based on an International Centre in Paris (International Centre for the Registration of Serial Publications) and National or Regional Centres.

The format and basic requirements for the assignment of ISSN are defined in ISO 3297-1975: Documentation - International standard serial numbering (ISSN), fuller details of ISSN assignment and the operation of ISDS are given in Guidelines for ISDS.

A02: CODEN

1. Field definition

Tag: A02
Indicators: 00
Subfields: 0: CODEN: fixed length, six characters. Character set restricted to upper-case letters and numerals. The sixth character is a check digit.

Repeatable: No

2. Data description

Field A02 may be used to enter a unique identification of a serial title in the form of the CODEN. This field is optional for a serial when the ISSN is entered.

CODEN are unique, unambiguous, six-character codes assigned to the titles of serial and non-serial publications in all subject areas. In CODEN for serial titles, the first five characters are alphabetic, e.g. JACSAT for *Journal of the American Chemical Society*.
In the Reference Manual it is recommended that CODEN are used only for serials.

The sixth character in all CODEN is a computer-calculated, alphabetic or numeric check character, e.g. JACSAT and MKDHA2. The check character is designed for use in computer-based systems to detect transcription or keyboarding errors in the CODEN notation.

For more information on CODEN contact:

International CODEN Service
c/o Chemical Abstracts Service
P O Box 3012
Columbus, Ohio 43210
USA

3. Example

Journal title: "*Annalen der Physik*"
CODEN: "ANPYA2"

Contents of field A02: 00@0ANPYA2

A03: TITLE OF SERIAL

1. Field definition

Tag:	A03
Indicators:	Position 1: 0 Position 2: 0, 1, 2, 3, 4, 5, 6, 7, 8 or 9
Subfields:	1: Title 2: Language code
Repeatable	Yes, if it is required to enter more than one form of title (e.g. parallel titles, original and translated title or modified title) in addition to the key title.

2. Data description

Field A03 is used for the title of a serial which should be the ISDS key title if it can be established. In addition, or as an alternative, if thus agreed between parties to an exchange, an abbreviated form may be entered, preferably one that has been constructed by taking the key title and abbreviating words in accordance with ISO 4-1972 Documentation : International code for the abbreviation of titles of periodicals. These abbreviations are issued by ISDS in their publication International list of titleword abbreviations which succeeds ISO 833-1974 which has been withdrawn.

Key titles are established by the ISDS as described in Guidelines for ISDS. They can only be established officially by an ISDS centre. They are derived from the title information appearing in the publication, with the proviso that the subtitle is not part of the key title. They are distinctive in that if necessary additions such as place of publication or commencing date, distinguished by being in parentheses, are added to the title to make them so. If an official key title is not available, one may be constructed according to ISDS Guidelines and entered in the field in which case the second indicator should be set at 6. Abbreviated key titles may be constructed by taking the key title and abbreviating any word in accordance with ISO 4. These abbreviations should be checked against the ISDS list International list of title-word abbreviations. An officially established abbreviated key title will have the second indicator set to 7; one that has not been checked will have the second indicator set to 8.

As the key title never includes a subtitle and is often not the same as the title on the document, the original title and subtitle, if present on the document, may be entered in a repeat of this field with indicators 1, 2, 3 or 4. Any parallel titles relating to the serial title or any version of the title modified or translated as part of the cataloguing process should be entered with the indicators set at 1, 2, 3 or 4 as appropriate.

Except for the key title which may only be entered in the prescribed form or be abbreviated according to ISDS standards, the title may be entered exactly as given on the document or it may be translated, transliterated or otherwise modified. The original document may carry a single title, or parallel titles (e.g. in different languages); or a translated or transliterated title may appear on the document in a less prominent position (e.g. in a footnote).

The following conventions are to be applied for this field.

(a) Field A03 may be repeated with the same or different indicators, to allow for the inclusion of the key title along with the original title, one or more parallel titles, and/or a title modified or translated as part of the cataloguing process.

(b) Any title that appears on the document is to be regarded as an original title, even if the language or alphabet differs from that of the text. Thus parallel titles will be treated as original titles.

(c) Any modification made by the cataloguer including a title supplied by the cataloguer will be denoted by indicator position 2.

The text of the title is entered in subfield 1 following standards for capitalization in the language concerned.

Indicators

Indicator position 2 should be used as follows:-

0	Exact nature of title cannot be determined
1	Original title i.e. the title or parallel title and sub-title, if any, as given on the document entered in the original language and alphabet
2	Original title in original language and alphabet, but modified or enriched in content as part of the cataloguing process
3	Original title transliterated or transcribed as part of the cataloguing process
4	Original title translated (with or without modification of content) as part of the cataloguing process
5	Key title
6	Provisional key title (not checked against official ISDS title)
7	Abbreviated key title
8	Provisional abbreviated key title (not checked against official ISDS title)

Language of title

Subfield 2 is provided to enable a language code to be entered in order to identify the language of the title. This should be entered if it differs from the language of the document as given in field A23 or if more than one language is entered in A23 or if titles in different languages are entered. For a set of language codes see Appendix B.

3. Examples

Example 1
Key title: "Teoreticheskaya i Ehksperimentalnaya Khimiya"
Abbreviated title: "Teor. Ehksp. Khim."

Contents of field A03: 05@1TeoreticheskayaƀiƀEhksperimentalnayaƀKhimiya@2RUS
or 07@1Teor.ƀEhksp.ƀKhim.@2RUS

Example 2
Key title: "Annals of Physics (New York)"
Abbreviated title: "Ann. Phys. (New York)"

Contents of field A03: 05@1AnnalsƀofƀPhysicsƀ(NewƀYork)@2ENG
or
07@1Ann.ƀPhys.ƀ(NewƀYork)@2ENG

Example 3
Key title: "Nature"

Contents of field A03: 05@1Nature@2ENG

(No abbreviated form)

Example 4
Original title: "Geophysical Journal of the Royal Astronomical Society"
No ISDS key title.

Contents of field A03:
01@1GeophysicalƀJournalƀofƀtheƀRoyalƀAstronomicalƀSociety@2ENG

A04: SERIES DESIGNATION

1. Field definition

Tag: A04
Indicators: 00
Subfield: 0: Series designation
Repeatable: No

2. Data description

Field A04 is used to record a series designation which distinguishes between successive issues of the same serial title: i.e. a *chronological* series designation. It should not be confused with a series designation which differentiates between two or more parts published concurrently (e.g. 'Special Series'; 'Series A: Physics'); in the latter case the two parts will be distinguished by separate and unique serial codes and the series designation will be regarded as an integral part of the title, in accordance with ISDS practice.

A series designation may be alphabetic or mixed alphanumeric (e.g. 'New Series', 'Third Series', 'Series 2'). It should be entered as subfield 0, in the original language and precise wording shown on the document, if necessary transliterated.

A chronological series designation is optional unless it is absolutely required in order to distinguish between issues of a serial. Most serials have no series designation.

3. Example

Series designation: "New Series"

Contents of field A04: 00@0NewƀSeries

A05: VOLUME IDENTIFICATION DATA (FIRST ORDER DESIGNATION)

1. Field definition

Tag:	A05
Indicators:	00
Subfields:	1: 'Caption' 2: Number 3: Year 4: Other identification of part or volume
Repeatable:	No.

2. Data description

Field A05 is used to record the description relating to the primary or most inclusive level of the scheme of numbering (enumeration) supplied by the publisher to identify the physical bibliographic units of a work. The first order designation usually appears in or on the work accompanied by a caption such as 'Volume', 'Number', 'Part', 'Band' or 'Heft'.

The field is divided into four subfields:

1 This subfield may be used if it is desired to enter a 'caption' (e.g. 'Vol', 'Tom', etc). Captions should be entered exactly as given on the original, transliterated if necessary. Captions are regarded as an optional element.

2 This subfield is used to enter only the volume number itself, without 'captions' (e.g. 'Vol', 'v', 'Tom', 'Band'). The volume number should be entered in Arabic numerals. If the volume or part is unnumbered, this subfield is not used.

3 This subfield may be used to enter a "year used as volume number". The year is entered in full as a four-digit numeral. The year to which, for example, proceedings or a calendar, almanac or annual refer may be entered in this subfield. This will often be different from the year of publication.

4 This subfield is used to enter any other information relating to the identification of a volume. Any entry made in the subfield should be in the language and precise wording of the original document, transliterated if necessary.

Some journals carry a continuous volume number in spite of title changes, as well as a volume number referring to the present title, e.g. 'Vol XV (XLVI)'. In such cases, the number which refers to the present title should be entered but the continuous number may be added in parentheses.

Some journals carry a volume designation in the form '17th Year', '44^{e} année'. If issues are numbered within these year numbers, enter the year number as 'volume number' in subfield 2. If a year number is given as well as another form of volume number, it should be ignored. See subfield 3 for treatment of a year used as a volume number.

3. Examples

Example 1

Volume number: "Volume XVI"

Contents of field A05:

00@216

(without 'caption': volume number converted to Arabic numerals and entered in subfield 2)

or

00@1Vol.@216

(with 'caption' entered in subfield 1)

Example 2

Volume number not given: issues numbered within year: "1971"

Contents of field A05:

00@31971

Example 3

Volume XIX. Centenary volume

Contents of field A05:

00@1Vol.@219@4Centenary volume

(with caption entered in subfield 1, Roman volume number converted to Arabic numerals and entered in subfield 2)

or

00@219@3Centenary volume (without caption)

Example 4

A yearbook published in 1969 gives the calendar for 1970. It is numbered volume 116.

Contents of field A05:

00@1Vol.@2116@31970

This may be entered without caption:

00@2116@31970

A06: ISSUE IDENTIFICATION DATA (SECOND ORDER DESIGNATION)

1. Field definition

Tag:	A06	
Indicators:	00	
Subfields:	1:	'Caption'
	2:	Number
	3:	Other identification of part or issue
Repeatable:	No.	

2. Data description

Field A06 is used to record the character(s) distinguishing between works that carry identical first order designation statements. Therefore it should only be used in conjunction with A05. The second order designation may include a directly associated modifying term such as "Part 1", "Supplement 7", etc. The field may be used to record a consecutive issue number (when it is a second division) or a volume issue number. A consecutive issue number is a number which stands alone as a unique identification of an issue and continues consecutively from one volume to another or from one year to another. A volume issue or part number is a number which recommences from 1 or equivalent at the beginning of each new volume, or at the beginning of each publication year if no volume number is used. Where a serial carries both a consecutive issue number and a volume issue number, the volume issue number is to be preferred.

If there is no number associated with the issue or part, the title of the issue or part should be entered in subfield 3.

The field is divided into three subfields:

1 This subfield may be used if it is desired to enter a 'caption' (e.g. 'No.', 'n', etc). Captions should be entered exactly as given on the original, transliterated if necessary. Captions are regarded as an optional element.

2 This subfield is used to enter only the issue or part number itself, without 'captions' (e.g. 'No.', 'n'). The volume number should be entered in Arabic numerals. If the issue or part is unnumbered this subfield will not be used.

3 This subfield is used to enter any other information relating to the identification of an issue or of any subdivision of or supplement to an individual issue. Any entry made in the subfield should be in the language and precise wording of the original document, transliterated if necessary.

3. Example

Example 1
Issue number is "No. 8"

Contents of field A06: 00@28 (without caption: issue number entered in subfield 2)

or

00@1No.@28 (caption is entered in subfield 1)

Example 2
Issue number is "No. 1157". It is a special "Centenary Issue".

Contents of field A06: 00@1No.@21157@3CentenaryƀIssue

A08: TITLE OF ANALYTIC

1. Field definition

Tag:	A08
Indicators:	Position 1: 0 Position 2: 0, 1, 2, 3, 4 or 5
Subfields:	1: Title 2: Language code
Repeatable:	Yes, if it is required to enter more than one form of title (e.g. parallel titles, original and translated titles or modified titles)

Note that A03 is TITLE OF SERIAL, A09 is TITLE OF MONOGRAPH, A10 is TITLE OF COLLECTION

2. Data description

Field A08 is used to enter the title of an analytic (paper in conference proceedings, or Festschrift article, review, letter in newspaper, book chapter, etc). It is used only for titles at the analytic level.

The title may be entered exactly as given on the document or it may be translated, transliterated or otherwise modified. The original document may carry a single title or parallel titles (e.g. in different languages); or a translated or transliterated title may appear on the document in a less prominent position (e.g. in a footnote).

The title should always be entered in full, along with subtitle. Optionally parallel titles (translations of the title into other languages appearing on the document) may be entered, in which case the field should be repeated.

The following conventions are to be applied for this field:

(a) Field A08 may be repeated with the same or different indicators, to allow for the inclusion of the original title along with one or more parallel titles, and/or title modified or translated as part of the cataloguing process.

(b) Any title that appears on the document is to be regarded as an original title, even if the language or alphabet differs from that of the text. Thus parallel titles will be treated as original titles.

(c) Any modification made by the cataloguer including a title which is supplied by the cataloguer will be denoted by indicator position 2.

(d) When the form of the title is chosen a number of factors should be considered, bearing in mind search requirments. For example the original title may be the only title entered if it is in the language of the database. Otherwise the title should be translated into the language of the database and edited if desired as part of the cataloguing process. Translation into a common language is desirable for search purposes in those databases which rely heavily on the title for subject searching. Although the title should preferably be entered as it is found on the document in order that the article or contribution it refers to may be identified, it may be necessary in some cases to add to it to enhance its value for search purposes.

The text of the title is entered in subfield 1 following standards for capitalization in the language concerned.

Indicators

Indicator position 2 should be used as follows:

0	Exact nature of title not specified
1	Original title i.e. the title or parallel title and subtitles if any, as given on the document entered in the original language and alphabet
2	Original title in original language and alphabet, but modified or enriched in content as part of the cataloguing process
3	Original title transliterated or transcribed as part of the cataloguing process
4	Original title translated (with or without modification of content) as part of the cataloguing process

Language of title

Subfield 2 is provided to enable a language code to be entered in order to identify the language of the title. This should be entered if it differs from the language of the document as given in field A23, if more than one language is entered in A23, or if titles in different languages, e.g. parallel titles, are entered. For a set of language codes see Appendix B.

3. Examples

Example 1

Original title of article in serial:
"Antarctic circumpolar current: Space and time fluctuations in the Drake Passage".

Entered as on the document in field A08:
01@Antarcticƀcircumpolarƀcurrent:ƀspaceƀandƀtimeƀfluctuationsƀ
andƀtheƀDrakeƀPassage

Example 2

Original title:

"Exploratory experimental studies comparing on-line and off-line programming performance".

Shortened title entered in field A08:

    02@1Comparingƀon-lineƀandƀoff-lineƀprogrammingƀperformance

Example 3

Original title in Russian "ОРГАНИЗАЦИЯƀКОНТРОЛЯƀВƀАВТОМ
АТИЗИРОВАННОМƀСПРАВОЧНО-ИНФОРМАЦИОННОМƀЦЕНТРЕƀ
МОƀЭЛЕКТРОТЕХНИКЕ"

Translitered title entered in field A08. Name of the language entered in the language of database which is English.

Contents of field A08:

    04@1Organizatiyaƀkontrolyaƀvƀavtomatizirovannomƀspravochno
    informatisionnomƀtsentreƀpoƀehlektrotekhnike

Translated title entered in field A08. Name of the language in the language of the database (English). Tag repeated in the same record.

Contents of field A08:

    04@1Organisationƀofƀcontrolƀatƀanƀautomatedƀelectricalƀengineeringƀ
    referenceƀinformationƀcentre@2ENG

A09: TITLE OF MONOGRAPH

1. Field definition

Tag:	A09
Indicators:	Position 1: 0 Position 2: 0, 1, 2, 3, 4 or 5
Subfields:	1: Title 2: Language code
Repeatable:	Yes, if it is required to enter more than one form of title (e.g. parallel titles, original and translated titles or modified titles)

Note that A03 is TITLE OF SERIAL, A08 is TITLE OF ANALYTIC, A10 is TITLE OF COLLECTION

2. Data description

Field A09 is used only for the title of an item at the monographic level, e.g.:

a) Book published as a single piece
b) Volume forming part of a series or collection of books
c) Patent document
d) Report
e) Thesis or dissertation
f) Conference proceedings

When used for the title of a patent document field A09 is equivalent to INID code 54 (see Appendix F).

The title may be entered exactly as given on the document or it may be translated, transliterated or otherwise modified. The original document may carry a single title or parallel titles (e.g. in different languages); or a translated title may appear on the document in a less prominent position.

The title should always be entered in full, along with subtitle. Optionally parallel titles (translations of the title into other languages appearing on the piece) may be entered, in which case the field should be repeated.

The following conventions are to be applied for this field:

(a) Field A09 may be repeated with the same or different indicators, to allow for the inclusion of the original title along with one or more parallel titles, and/or a title modified or translated as part of the cataloguing process.

(b) Any title that appears on the document is to be regarded as an original title, even if the language or alphabet differs from that of the text. Thus parallel titles will be treated as original titles.

(c) Any modification made by the cataloguer including a title supplied by the cataloguer will be denoted by indicator position 2.

(d) When the form of the title is being decided a number of factors should be considered, bearing in mind search requirements. For example the original title may be the only title entered if it is in the language of the database. Otherwise the title should be translated into the language of the database and edited if desired as part of the cataloguing process. Translation into a common language is desirable for search purposes in those databases which rely heavily on the title for subject searching. Although the title of a monograph or collation should preferably be entered as it is found on the document in order that the book it refers to may be identified, it may be necessary in some cases to add to it to enhance its value for search purposes.

The text of the title is entered in subfield 1 following standards for capitalization in the language concerned.

Indicators

Indicator position 2 should be used as follows:

0	Exact nature of title not specified
1	Original title i.e. the title or parallel title and subtitles, if any, as given on the document entered in the original language and alphabet
2	Original title in original language and alphabet, but modified or enriched in content as part of the cataloguing process
3	Original title transliterated or transcribed as part of the cataloguing process
4	Original title translated (with or without modification of content) as part of the cataloguing process

Language of title

Subfield 2 is provided to enable a language code to be entered in order to identify the language of the title. This should be entered if it differs from the language of the document as given in field A23 if more than one language is entered in A23 or if titles in different languages (e.g. parallel titles) are entered. For a set of language codes see Appendix B.

3. Examples

Example 1

Document published in France has parallel titles in French and English. The text is in French and English. Hence, two language codes will be found in field A23.
The titles as shown on the document are:
"Guide mondial des centres de documentation et d'information techniques"
"World guide to technical information and documentation services"

Field A09 is repeated to allow each title with its language code to be entered.

Contents of repeated fields A09:

```
01@1Worldb̸guideb̸tob̸technicalb̸informationb̸andb̸documentationb̸services@2ENG
01@1Guideb̸mondialb̸desb̸centresb̸deb̸documentationb̸etb̸d'informationb̸techniques@2
FRE
```

For other examples refer to A08 and A10.

A10: TITLE OF COLLECTION

1. Field definition

Tag:	A10
Indicators:	Position 1: 0 Position 2: 0, 1, 2, 3, 4 or 5
Subfields:	1: Title 2: Language code
Repeatable:	Yes, if it is required to enter more than one form of title (e.g. parallel titles, original and translated title or modified title).

Note that A03 is TITLE OF SERIAL, A08 is TITLE OF ANALYTIC, A09 is TITLE OF MONOGRAPH

2. Data description

Field A10 is used only for the title of a non-serial collection. The title of a serial should be entered in field A03.

Although field A10 always refers to a collection of items, it may occur in a record at the monographic or analytic levels, for example when the record refers to a single volume forming part of a collection, or to a chapter in a book which is itself part of a collection.

The title should always be entered in full, along with subtitle. Optionally parallel titles (translations of the title into other languages appearing on the piece) may be entered, in which case the field should be repeated.

The title may be entered exactly as given on the document or it may be translated, transliterated or otherwise modified. The original document may carry a single title, or parallel titles (e.g. in different languages); or a translated or transliterated title may appear on the document in a less prominent position.

The following conventions are to be applied for this field:

a) Field A10 may be repeated with the same or different indicators, to allow for the inclusion of the original title along with one or more parallel titles, and/or a title modified or translated as part of the cataloguing process.

b) Any title that appears on the document is to be regarded as an original title, even if the language or alphabet differs from that of the text. Thus parallel titles will be treated as original titles.

c) Any modification made by the cataloguer including a title supplied by the cataloguer will be denoted by indicator position 2.

d) When the form of the title is being decided a number of factors should be considered, bearing in mind search requirements. For example the original title may be the only title entered if it is in the language of the database. Otherwise the title should be translated into the language of the database and edited if desired as part of the cataloguing process. Translation into a common language is desirable for search purposes in those databases which rely heavily on the title for subject searching. Although the title of a monograph or collection should preferably be entered as it is found on the document in order that the book it refers to may be identified, it may be necessary in some cases to add to it to enhance its value for search purposes.

The text of the title is entered in subfield 1 following standards for capitalization in the language concerned.

Indicators

0 Exact nature of title not specified

1 Original title i.e. the title or parallel title and subtitle if any, as given on the document entered in the original language and alphabet

2 Original title in original language and alphabet, but modified or enriched in content as part of the cataloguing process

3 Original title transliterated or transcribed as part of the cataloguing process

4 Original title translated (with or without modification of content) as part of the cataloguing process

Language of title

Subfield 2 is provided to enable a language code to be entered in order to identify the language of the title. This should be entered if it differs from the language of the document as given in field A23, if more than one language is entered in A23 or if titles in different languages (e.g. parallel title) are entered. For a set of language codes see Appendix B.

3. Example

Collection entitled "World Bank Staff Occasional Papers"
Contents of field A10:

```
01@1WorldƀBankƀStaffƀOccasionalƀPapers
```

A11: PERSON ASSOCIATED WITH ANALYTIC

1. Field definition

Tag: A11
Indicators: Position 1: 0-9
Position 2: 0, 1, 2, 3, 4, 5, 6, X
Subfields:
1: Name as derived from the document
2: 'Established form': i.e. a 'correct' form of the name established by reference to an authority other than the document to which the bibliographic record refers (optional element)
3: Real name (optional element)
4: Pseudonym (optional element)
5: Former name (optional element)
6: Subsequent name (optional element)
7: Search name (optional element)
9: Role: a description in free form of the relationship between the person cited and the bibliographic item to which the record refers (optional element)
Repeatable: Yes: each different person to whom reference is made in the bibliographic record requires a separate repetition of field A11.

2. Data description

Field A11 is used to enter the name of a person who is associated with an analytic, as author, translator, illustrator, etc.

Field A11 is used only for names associated with records at the analytic level.

Selection of names to be entered in the bibliographic record

(a) Authors:
The names of all individual authors associated with a given analytic are to be entered in the bibliographic record, unless there is a clear indication on the original that the chief responsibility for the analytic lies with only one (or less than all) of the persons cited as authors, in which case only those indicated as chief contributors are to be entered. See Example 1.

(b) Persons other than the author associated with an analytic may be entered; but these are not regarded as essential elements in the bibliographic description.

Example 1

Authorship as shown on the document:
"By Richard P Wendt, Mohammed Shamin, Loyola University, New Orleans, Louisiana, for Office of Saline Water, C M Wong, Director; W Sherman Gilliam, Assistant Director, Research; W H McCoy, Chief, Chemical Physics Division".

Contents of repeated fields A11:
First author: 01@1Wendt,ƀRichardƀP.
Second author: 01@1Shamin,ƀMohammed

In addition the names may be included in the standardized search form:

Contents of repeated fields A11 including search name:

First author: 01@1Wendt,ƀRichardƀP.@7Wendt,ƀR.ƀP.
Second author: 01@1Shamin,ƀMohammed@7Shamin,ƀM.

(See below for details of indicators and subfield codes.)

Other names cited in this example are *not* to be entered as authors.

Indicators

Indicator position 1

This indicator position, the use of which is optional, may be used to link the personal name recorded in this field to its affiliation recorded in field A14 when a number of personal names are to be recorded with their respective affiliations. This is done by setting the first indicator in the field to a number other than 0, and giving the first indicator of the corresponding affiliation field the same value. The numbers 1 to 9 should be used in the order in which the personal names are entered. This treatment is possible for up to nine names and affiliations.

Indicator position 2

This indicator is used to define the relationship between the person whose name has been entered in the bibliographic record, and the item to which the record refers. Most commonly, this relationship will be that of author or editor, but provision is made for other possibilities, in accordance with the table below:

0	Relationship not specified (may be any of those listed below)
1	Author
2	Editor
3	Compiler
4	Translator
5	Illustrator
6	Preface or introduction by
X	Other (specifically *not* one of those listed above)

There is no universally accepted list of types of intellectual responsibility. If one is developed it will be included here.

Subfields

The field structure for personal names provides a number of subfields (1 to 7) for entering alternative forms of an author name. Any of the following forms may be included (but only subfield 1 is an essential element):

1 *Name as derived from the document*, unaltered except for transliteration if necessary.

2 'Established form' of the name, derived from an authority file, where this differs from the form given in the primary publication by, for example, the substitution of a forename for an initial, or vice versa. Another example would be where a non-Russian name has been transliterated into Cyrillic, and when retransliterated in accordance with UNISIST recommendations, it emerges in an incorrect form (e.g. 'Courtois' - 'Kurtoa'). It is important to retain under subfield 1 the form derived directly from the primary publication, since users may not know the original form of the name.

3 'Real name', where the name given on the document (and recorded under subfield 1) is a pseudonym.

4 'Pseudonym', where the individual whose real name is given on the document (and recorded under subfield 1) is known to have published under another name.

5 'Former name', where a change of name is known to have occurred, e.g. maiden name for a married woman author, or former name if the person cited actually changed the name by which he was known, for example on moving to take up residence in another country.

6 'Subsequent name', where a change of name is known to have occurred, e.g. married name for a woman author writing under her maiden name, or subsequent name if the author later changed the name by which he was known at the time of writing the item in question.

7 'Search name'. The form of the name used for search can be algorithmically derived from the name in subfield 1 and consists of the 'Key' name or names, a comma and space as delimiter and up to two initials of forenames each followed by a full stop with a space after the first full stop (e.g. Smith,ƀJ.ƀL.). Suffixes and titles are not included in the search name.

Subfield 9 is used as follows:

9 'Role': in the event that the relationship between the person cited and the bibliographic item cannot be adequately defined by any of the specific indicators listed above, this subfield may be used to enter a free-form description of the relationship.

Example 2

Title page: "Edited and translated by Alexander Broido"

Contents of field A11: 04@1Broido.ƀAlexander@9Editorƀandƀ translator

Note: The second indicator could be 2 (editor) instead of 4 (translator) but in this instance the role of translator is more important.

Elements in a personal name

Suggested conventions for entering the personal name are found in Appendix E.

A12: PERSON ASSOCIATED WITH A MONOGRAPH

1. Field definition

Tag: A12

Indicators: Position 1: 0-9
Position 2: 0, 1, 2, 3, 4, 5, 6, X

Subfields:
1: Name as derived from the piece
2: 'Established form': i.e. a 'correct' form of the name established by reference to an authority other than the piece to which the bibliographic record refers (optional element)
3: Real name (optional element)
4: Pseudonym (optional element)
5: Former name (optional element)
6: Subsequent name (optional element)
7: Search name (optional element)
9: Role: a description in free form of the relationship between the person cited and the bibliographic item to which the record refers (optional element)

Repeatable: Yes: each different person to whom reference is made in the bibliographic record requires a separate repetition of field A12.

2. Data description

Field A12 is used to enter the name of a person who is associated with an item at the monographic level, e.g.:

(a) Book published as a single piece;
(b) Volume forming part of a series or collection of books;
(c) Report;
(d) Thesis or dissertation;
(e) Translation of any of the above.

Field A12 is not used in connection with patent documents, since these require a separate treatment of the 'author' relationship: see field A34 (PERSON ASSOCIATED WITH A PATENT DOCUMENT).

Selection of names to be entered in the bibliographic record

(a) Authors: The names of all individual authors associated with a given item at the monographic level are to be entered in the bibliographic record, unless there is a clear indication on the original that the chief responsibility for authorship lies with only one (or less than all) of the persons cited, in which case only those indicated as chief contributors are to be entered. See Example 1.

(b) Other persons associated with a monograph: Provision has been made to enter the names of persons associated with a monograph, other than the authors. These may include: editor, compiler, translator, illustrator, author of preface or introduction. It is expected that for monographic items it would be normal practice to regard editors' names as an essential element, and most others as optional.

Example 1

Authorship as shown on the document:
"By Richard P Wendt, Mohammed Shamin, Loyola University, New Orleans, Louisiana, for Office of Saline Water, C M Wong, Director; W Sherman Gilliam, Assistant Director, Research; W H McCoy, Chief, Chemical Physics Division".

Contents of repeated fields A12:

First author: 01@1Wendt,ƀRichardƀP.
Second author: 01@1Shamin,ƀMohammed

In addition the names may be included in the standardized search form:

Contents of repeated fields A12 including search name:

First author: 00@1Wendt,ƀRichardƀP.@7Wendt,ƀR.ƀP.
Second author: 01@1Shamin,ƀMohammed@7Shamin,ƀM.
(See below for details of indicators and subfield codes.)

Other names cited in this example are not to be entered as authors.

Indicators

Indicator position 1

This indicator position, the use of which is optional, may be used to link the personal name recorded in this field to its affiliation recorded in field A15 when a number of personal names are to be recorded with their respective affiliations. This is done by setting the first indicator in the field to a number other than 0, and giving the first indicator of the corresponding affiliation field the same value. The numbers 1 to 9 should be used in the order in which the personal names are entered. This treatment is possible for up to nine names and affiliations.

Indicator position 2

This indicator is used to define the relationship between the person whose name has been entered in the bibliographic record, and the item to which the record refers. Most commonly, this relationship will be that of author or editor, but provision is made for other possibilities, in accordance with the table below:

0	Relationship not specified (may be any of those listed below)
1	Author
2	Editor
3	Compiler
4	Translator
5	Illustrator
6	Preface or introduction by
X	Other (specifically not one of those listed above)

There is no universally accepted list of types of intellectual responsibility. If one is developed it will be included here.

Subfields

The field structure for personal names provides a number of subfields (1 to 7) for entering alternative forms of an author name. Any of the following forms may be included (but only subfield 1 is an essential element):

1 Name as derived from the document, unaltered except for transliteration if necessary.

2 'Established form' of the name, derived from an authority file, where this differs from the form given in the primary publication by, for example, the substitution of a forename for an initial, or vice versa. Another example would be where a non-Russian name has been transliterated into Cyrillic, and when retransliterated in accordance with UNISIST recommendations, it emerges in an incorrect form (e.g. 'Courtois' - 'Kurtoa'). It is important to retain under subfield 1 the form derived directly from the primary publication, since users may not know the original form of the name.

3 'Real name', where the name given on the document (and recorded under subfield 1) is a pseudonym.

4 'Pseudonym', where the individual whose real name is given on the document (and recorded under subfield 1) is known to have published under another name.

5 'Former name', where a change of name is known to have occurred, e.g. maiden name for a married woman author, or former name if the person cited actually changed the name by which he was known, for example on moving to take up residence in another country.

6 'Subsequent name', where a change of name is known to have occurred, e.g. married name for a woman author writing under her maiden name, or subsequent name if the author later changed the name by which he was known at the time of writing the item in question.

7 'Search name'. The form of the name used for search can be algorithmically derived from the name in subfield 1 and consists of the 'Key' name or names, a comma and space as delimiter and up to two initials of forenames each followed by a full stop with a space between them (e.g. Smith,b̸J.b̸L.). Suffixes and titles are not included in the search name.

Subfield 9 is used as follows:

9 'Role': in the event that the relationship between the person cited and the bibliographic item cannot be adequately defined by any of the specific indicators listed above, this subfield may be used to enter a free-form description of the relationship.

Example 2

Title page: "Edited and translated by Alexander Broido"

Contents of field A12: 04@1Broido,ƀAlexander@7Broido,ƀA.@9Editor
ƀandƀtranslator

Notes: The second indicator could be 2 (editor) instead of 4 (translator) but in this instance the role of the translator is more important.
This example includes the optional search name.

Elements in a personal name

Suggested conventions for entering the personal name are found in Appendix E.

A13: PERSON ASSOCIATED WITH COLLECTION OR SERIAL

1. Field definition

Tag: A13

Indicators: Position 1: 0-9
Position 2: 0, 1, 2, 3, 4, 5, 6 or X

Subfields:
1: Name as derived from the document
2: 'Established form': i.e. a 'correct' form of the name established by reference to an authority other than the document to which the bibliographic record refers (optional element)
3: Real name (optional element)
4: Pseudonym (optional element)
5: Former name (optional element)
6: Subsequent name (optional element)
7: Search name (optional element)
9: Role: a description in free form of the relationship between the person cited and the bibliographic item to which the record refers (optional element)

Repeatable: Yes: each different person to whom reference is made in the bibliographic record requires a separate repetition of field A13.

2. Data description

Field A13 is used to enter the name of a person who is associated with a collection or serial. Usually this will be the name of an author or editor of a collection or serial.

Selection of names to be entered in the bibliographic record

(a) Authors:
The names of all individual authors associated with a given item at the collective or serial level are to be entered in the bibliographic record unless there is a clear indication on the original that the chief responsibility for authorship lies with only one (or less than all) of the persons cited, in which case only those indicated as chief contributors are to be entered.

(b) Other persons associated with a collection or serial:
The names of persons associated with a collection or serial other than the author may be entered. These may include editor, compiler, translator, illustrator, author of preface or introduction. It is expected that for collections or series it would be normal practice to regard editors' names as essential and most other names as optional. However an editor of a periodical is often omitted from the bibliographic description especially if his name does not feature very prominently in the issues of the periodical.

Example 1

Names mentioned in the document (a serial):
"Editorial board: R C Usherwood (Chairman), E P Dudley,
P R Lewis, Miss E McNeill, J Thompson, O J Tomlinson,
B C D Totterdell

Editor: Roger Walter"

Contents of field A13, including the search name:

02@1Walter,ƀRoger@7Walter,ƀR.

N.B.: Entry of editor in the case of a serial is optional.

Indicators

Indicator position 1

This indicator position, the use of which is optional, may be used to link the personal name recorded in this field to its affiliation recorded in field A16 when a number of personal names are to be recorded with their respective affiliations. This is done by setting the first indicator in the field to a number other than 0, and giving the first indicator of the corresponding affiliation field the same value. The numbers 1 to 9 should be used in the order in which the personal names are entered. This treatment is possible for up to nine names and affiliations.

Indicator position 2

This indicator is used to define the relationship between the person whose name has been entered in the bibliographic record, and the item to which the record refers. Most commonly, this relationship will be that of author or editor, but provision is made for other possibilities, in accordance with the table below:

0	Relationship not specified (may be any of those listed below)
1	Author
2	Editor
3	Compiler
4	Translator
5	Illustrator
6	Preface or introduction by
X	Other (specifically not one of those listed above)

There is no universally accepted list of types of intellectual responsibility. If one is developed it will be included here.

Subfields

The field structure for personal names provides a number of subfields (1 to 7) for entering alternative forms of an author name. Any of the following forms may be included (but only subfield 1 is an essential element):

1 Name as derived from the piece, unaltered except for transliteration if necessary.

2 'Established form' of the name, derived from an authority file, where this differs from the form given in the primary publication by, for example, the substitution of a forename for an initial, or vice versa. Another example would be where a non-Russian name has been transliterated into Cyrillic, and when retransliterated in accordance with UNISIST recommendations, it emerges in an incorrect form (e.g. 'Courtois' - 'Kurtoa'). It is important to retain under subfield 1 the form derived directly from the primary publication, since users may not know the original form of the name.

3 'Real name', where the name given on the piece (and recorded under subfield 1) is a pseudonym.

4 'Pseudonym', where the individual whose real name is given on the piece (and recorded under subfield 1) is known to have published under another name.

5 'Former name', where a change of name is known to have occurred, e.g. maiden name for a married woman author, or former name if the person cited actually changed the name by which he was known, for example on moving to take up residence in another country.

6 'Subsequent name', where a change of name is known to have occurred, e.g. married name for a woman author writing under her maiden name, or subsequent name if the author later changed the name by which he was known at the time of writing the item in question.

7 'Search name'. The form of the name used for search can be algorithmically derived from the name in subfield 1 and consists of the 'Key' name or names, a comma and space as delimiter and up to two initials of forenames each followed by a full stop with a space between them (e.g. Smith,ƀJ.ƀL.). Suffixes and titles are not included in the search name.

Subfield 9 is used as follows:

9 'Role': in the event that the relationship between the person cited and the bibliographic item cannot be adequately defined by any of the specific indicators listed above, this subfield may be used to enter a free-form description of the relationship.

Example 2

Title page: "Edited and translated by Alexander Broido"

Contents of field A13:

04@1Broido,ƀAlexander@Broido,ƀA.@9Editorƀandƀtranslator

Note: The second indicator could be 2 (editor) instead of 4 (translator) but in this instance the role of translator is more important.

Elements in a personal name

Suggested conventions for entering the personal name are found in Appendix E.

A14: AFFILIATION - ANALYTIC

1. Field definition

Tag:	A14
Indicators:	Position 1: 0-9 Position 2: 0, 1, 2, 3
Subfields:	1: Name of organization 2: Address or location 3: Country code (optional element) 4: Abbreviation or acronym of corporate body (optional element)
Repeatable:	Yes: see indicator position 1

2. Data description

Field A14 is used to enter the name and address of an organization to which one or more of the persons associated with an analytic are affiliated. It may be used in a record in which field A11 occurs at least once, i.e. where at least one person has been cited as associated with the analytic. Field A14 is used only for records at the analytic level.

Indicators

Indicator position 1

This indicator, the use of which is optional, may be used to link an affiliation to the appropriate personal name in field A11 when a number of personal names require to be linked to different affiliations. This is done by setting the first indicator in the field to a number other than 0 and giving the first indicator of the corresponding A11 personal name field the same value. The numbers 1 to 9 should be used according to the order in which the personal names are entered, the affiliations being entered in the same order. This treatment is possible for up to nine names and affiliations.

Indicator position 2

This indicator is used to define the relationship between the corresponding person associated with the analytic in field A11 and the affiliation entered in field A14. This is optional and organizations not wishing to specify this relationship will enter 0 as in the examples below. The indicators are to be used in accordance with the following table:

0	Relationship between affiliation and the person (i.e. author, editor, etc.) not specified
1	Location where work described in the analytic took place
2	Place where person (i.e. author, editor, etc.) employed if different from above
3	Present address of person (i.e. author, editor) if different from above

Subfields

1 Name or organization. Where several levels of the organization are cited (e.g. laboratory, faculty, university), they should

be entered in descending order of scale, from the larger unit to the smaller. For large and complex organizations, such as some university or government departments, discretion may be exercised in omitting intermediate levels, the inclusion of which does not add significant information to the entry, provided always that the most specific unit is cited and that the entry provides an unambiguous identification of the organization. In order to facilitate manipulation of the levels by computer, a '+' (plus sign) should be inserted instead of a space between each separate unit. This is to be regarded as 'space' for purposes of display and search matching.

Example 1

Affiliation as on the document:
"Lubrication Research Laboratory,
Department of Mechanical Engineering,
School of Engineering and Applied Science,
Columbia University,
New York, NY 10027"

Contents of field A14 (subfield 1):
01@1ColumbiaƀUniversity+LubricationƀResearchƀLaboratory

The name of the organization should be entered in the language of the document (unless the name shown on the document is itself a translation and the name in its original language is known, in which case the latter form should be entered if better known). The following conventions apply:

(a) If transliteration is required, UNISIST recommended transliteration schedules are to be used (see Appendix C).

(b) The full form of the name should be entered even if an abbreviation or acronym is found on the document being recorded.

(c) If the official or formal name of an organization is usually quoted in the form of an acronym (e.g. IBM, Aslib), this may be entered as the full form in subfield 1.

(d) A recognized abbreviation or acronym may be entered in subfield 4 in addition to the full form in subfield 1.

2 Address of organization. The address or location of the organization should be entered in subfield 2. The address should be entered in the fullest available form ignoring any redundancy which may arise where the place name forms part of the name of the organization (e.g. 'University of Cambridge, Cambridge, England'). However, an incomplete address may be entered where no fuller information is available.

3 Country code. The country of the affiliation may optionally be entered in subfield 3, using the two-character alphabetic

codes of ISO 3166 : Codes for the representation of names of countries (see Appendix A).

(It will be noted that the option is deliberately left open for country names to be entered 'informally' as part of the address, or to be encoded in a specific subfield if there is a requirement that a file be searchable automatically by country. It is expected that any individual service, or parties to an exchange, would adopt a consistent policy across the data base concerned.)

4 Abbreviation or acronym of corporate body. An abbreviation or acronym of the corporate body may be entered in subfield 4. This should correspond exactly to the full name of the corporate body in subfield 1. If several levels of the organization are cited in subfield 1, the same number of levels should be entered in subfield 4, and each should be separated by '+'. If no abbreviation exists for a particular level, that level should be entered in full.

Selection of the affiliation

The minimum requirement for a bibliographic citation is considered to be the inclusion of a single organizational affiliation, selected wherever possible as giving the location where the work described in the document was done. The rules on the following pages are intended to aid selection of a single affiliation in cases where this criterion cannot readily be applied by reference to the information given on the document.

(a) One author: only one address given. This address is to be entered:

Example 2

Authorship as on the document: "THOMAS C. LOWE,
Informatics Inc.,
Bethesda, Maryland"

Contents of affiliation field:
00@1Informaticsb̸Inc.@2Bethesda,b̸Maryland@3US
or
00@1Informaticsb̸inc.@2Bethesda,b̸Maryland,b̸USA

(b) One author: several addresses given. One address only is to be selected, in accordance with the following descending sequence of preferences: location where the work was done; author's affiliation at the time of the work; first organization cited:

Example 3

Authorship as on the document: "JESSE H. KATZ,*
International Business
Machines Corp.,
Los Angeles, Calif.
*Present address: Computer Processes, Inc., 10889 Wilshire Blvd., Los Angeles, Calif."

Contents of affiliation field:
01@1IBMƀCorp.2@LosƀAngeles,ƀCa.@3US
or
01@1IBMƀCorp.@2LosƀAngeles,ƀCa.,ƀUSA

(c) More than one author: only one address given. This address is to be entered:

Example 4

Authorship as on the document:
"STANLEY R. PETRICK, PAUL M. POSTAL
and PETER S. ROSENBAUM,
IBM Thomas J. Watson Research Center,
Yorktown Heights,
New York"

Contents of affiliation field:
00@1IBM+ThomasƀJ.ƀWatsonƀResearchƀCenter@2YorktownƀHeights,
ƀNY@3US
or
00@1IBM+ThomasƀJ.ƀWatsonƀResearchƀCenter@2YorktownƀHeights,
ƀUSA

(d) More than one author: several addresses, but not more than one for any single author. The address given for the first author is to be entered, unless it is a private address and an organizational affiliation is given for another author (in which case enter the first such affiliation):

Example 5

Authorship as on the document:
"RONALD L. GUE, JOHN C. LIGGETT,
Southern Methodist University,*
Dallas, Texas
AND
KENNETH C. CAIN,
Ernst and Ernst,
Atlanta, Georgia
*Computer Sciences Center"

Contents of affiliation field:
00@1SouthernƀMethodistƀUniversity+ComputerƀSciencesƀCenter@2
Dallas,ƀTexas@3US
or
00@1SouthernƀMethodistƀUniversity+ComputerƀSciencesƀCenter@2
Dallas,ƀTexas,ƀUSA

(e) More than one author: several addresses and more than one for an individual author. One address only is to be selected, in accordance with the following descending sequence of preferences: location where the work was done; first author's affiliation at the time of the work; first organization cited:

Example 6

Authorship as on the document:
"R. GALIMBERTI* und U. MONTANARI**,
Instituto di Elettrotecnica e di Elettronica,
Politecnico di Milano, Italy.
*Present address: Laben,
Laboratori Elettronici e Nucleari S.p.A.,
Milano, Italy.
**Present address: Istituto di Elaborazione
dell'Informazione,
Consiglio Nationale delle Recherche,
Pisa, Italy."

Contents of affiliation field:
00@1Politecnicob̸dib̸Milano+Istitutob̸dib̸Elettrotecnicab̸eb̸dib̸
Elettronica@2Milano@3IT

or

00@1Politecnicob̸dib̸Milano+Istitutob̸dib̸Elettrotecnicab̸eb̸dib̸
Elettronica@2Milano,b̸Italy

Example 7

Authorship as on the document:
"Aus der Medizinischen Universitätsklinik
(Ludolf-Krehl-Klinik) Heidelberg
(Direktor: Prof. Dr. G. Schettler)
und dem Institut für Zytologie und
Elektronenmikroskopie der Universität
des Saarlandes, Homburg
(Direktor: Prof. Dr. H. Sitte)
TH.PFLEIDERER, E. MORGENSTERN und E. WEBER"

(In this case it is not clear what relationship exists between the two organizations cited and the three individuals named as authors. The first-named organization is therefore selected).

Contents of affiliation field:
00@1Medizinischeb̸Universitätsklinikb̸(Ludolf-Krehl-Klinik)@2
Heidelberg@3DE

or

00@1Medizinischeb̸Universitätsklinikb̸(Ludolf-Krehl-Klinik)@2
Heidelberg,b̸Federalb̸Republicb̸ofb̸Germany

(f) An individual's private address is never entered unless it is the only address available on the original: in this event, subfield 1 is omitted.

Example 8

Authorship as on the document: "DWARIKA NATH MISRA,
19 Elwern Road,
Arlington, Massachusetts 02174"

The work was done elsewhere: therefore the second indicator is 3.

Contents of affiliation field:
03@219b̸Elwernb̸Road,b̸Arlington,b̸Mass.b̸02714@3US

or

03@219b̸Elwernb̸Road,b̸Arlington,b̸Mass.b̸02174,b̸USA

Multiple affiliations

It is recognized that some services will wish to enter more than one affiliation. Indicator position 1 should be used to link personal names and the related affiliations (see field A11 indicator 1 and this field indicator 1), as in the following example.

Example 9

Authorship as on the document: "THOMAS B. HICKEY,
Research Department, OCLC, Inc.,
Columbus, Ohio;
DAVID J. RYPKA,
Bell Laboratories,
Naperville, Illinois"

Contents of repeated fields A11:
11@1Hickey,ƀThomasƀB.
21@1Rypka,ƀDavidƀJ.

Contents of repeated fields A14:
10@1OCLCƀInc.+ResearchƀDepartment@2Columbus,ƀOhio@3US
20@1BellƀLaboratories@2Naperville,ƀIllinois@3US

A15: AFFILIATION - MONOGRAPH

1. Field definition

Tag: A15
Indicators: Position 1: 0-9
Position 2: 0, 1, 2, 3
Subfields: 1: Name of organization
2: Address or location
3: Country code (optional element)
4: Abbreviation or acronym of corporate body (optional element)
Repeatable: Yes: see indicator position 1

2. Data description

Field A15 is used to enter the name and address of a single organization to which one or more of the persons associated with a monograph are affiliated. Monographic items include:

(a) Book published as a single piece;
(b) Volume forming part of a series or collection of books;
(c) Report;
(d) Thesis or dissertation;
(e) Translation of any of the above.

Field A15 is not used for the affiliation of individuals associated with a patent document: see field A34 : PERSON ASSOCIATED WITH PATENT DOCUMENT

Indicators

Indicator position 1

This indicator, the use of which is optional, may be used to link an affiliation to the appropriate personal name in field A12 when a number of personal names require to be linked to different affiliations. This is done by setting the first indicator in the field to a number other than 0 and giving the first indicator of the corresponding A12 personal name field the same value. The numbers 1 to 9 should be used according to the order in which the personal names are entered, the affiliations being entered in the same order. This treatment is possible for up to nine names and affiliations.

Indicator position 2

This indicator is used to define the relationship between the corresponding person associated with the monograph in field A12 and the affiliation entered in field A15. This is optional and organizations not wishing to specify this relationship will enter 0 as in the examples below. The indicators are to be used in accordance with the following table:

0	Relationship between affiliation and the person (i.e. author, editor, etc.) not specified
1	Location where work described in the monograph took place
2	Place where person (i.e. author, editor, etc.) employed if different from above
3	Present address of person (i.e. author, editor) if different from above

Subfields

1 Name of organization. Where several levels of the organization are cited (e.g. laboratory, faculty, university) they should be entered in descending order of scale, from the larger unit to the smaller. For large and complex organizations, such as some university or government departments, discretion may be exercised in omitting intermediate levels, the inclusion of which does not add significant information to the entry, provided always that the most specific unit is cited and that the entry provides an unambiguous identification of the organization. In order to facilitate manipulation of the levels by computer, a '+' (plus sign) should be inserted instead of a space between each separate unit. This is to be regarded as 'space' for purposes of display and search matching.

Example 1

Affiliation as on the document:

"Lubrication Research Laboratory,
Department of Mechanical Engineering,
School of Engineering and Applied Science,
Columbia University,
New York, NY 10027"

Contents of affiliation field (subfield 1):

```
01@1Columbiab̸University+Lubricationb̸Researchb̸Laboratory
```

The name of the organization should be entered in the language of the document (unless the name shown on the document is itself a translation and the name in its original language is known, in which case the latter form should be entered if better known). The following conventions apply:

(a) If transliteration is required, UNISIST recommended transliteration schedules are to be used (see Appendix C).

(b) The full form of the name should be entered even if an abbreviation or acronym is found on the document being recorded.

(c) If the official or formal name of an organization is usually quoted in the form of an acronym (e.g. IBM, Aslib), this may be entered as the full form in subfield 1.

(d) A recognized abbreviation or acronym may be entered in subfield 4 in addition to the full form in subfield 1.

2 Address of organization. The address or location of the organization should be entered in subfield 2. The address should be entered in the fullest available form, ignoring any redundancy which may arise where the place name forms part of the name of the organization ('University of Cambridge, Cambridge, England'). However, an incomplete address may be entered where no fuller information is available.

3 Country code. The country of the affiliation may optionally be entered in subfield 3, using the two-character alphabetic codes of ISO 3166 : Codes for the representation of names of countries (see Appendix A).

(It will be noted that the option is deliverately left open for country names to be entered 'informally' as part of the address, or to be encoded in a specific subfield if there is a requirement that a file be searchable automatically by country. It is expected that any individual service, or parties to an exchange, would adopt a consistent policy across the data base concerned).

4 Abbreviation or acronym of corporate body. An abbreviation or acronym of the corporate body may be entered in subfield 4. This should correspond exactly to the full name of the corporate body in subfield 1. If several levels of the organization are cited in subfield 1, the same number of levels should be entered in subfield 4 and each should be separated by '+'. If no abbreviation exists for a particular level, that level should be entered in full.

Selection of the affiliation

The minimum requirement for a bibliographic citation is considered to be the inclusion of a single organizational affiliation, selected wherever possible as giving the location where the work described in the document was done. The rules on the following pages are intended to aid selection of a single affiliation in cases where this criterion cannot readily be applied by reference to the information given on the document.

(a) One author: only one address given. This address is to be entered:

Example 2

Authorship as shown on the document: "THOMAS C. LOWE
Informatics Inc.,
Bethesda, Maryland"

Contents of affiliation field:
00@1Informaticsƀinc.@2Bethesda,ƀMaryland@3US
or
00@1InformaticsƀInc.@2Bethesda,ƀMaryland,ƀUSA

(b) One author: several addresses given. One address only is to be selected, in accordance with the following descending sequence of preferences: location where the work was done; author's affiliation at the time of the work; first organization cited:

Example 3

Authorship as on the document: "JESSE H. KATZ,*
International Business Machines Corp.,
Los Angeles,
Calif.
*Present address: Computer Processes,
10889 Wilshire Blvd.,
Los Angeles, Calif."

Contents of affiliation field:

01@1IBMƀCorp.@2LosƀAngeles,ƀCa.@3US

or

01@1IBMƀCorp.@2LosƀAngeles,ƀCa. .ƀUSA

(c) More than one author: only one address given. This address is to be entered:

Example 4

Authorship as on the document:

"STANLEY R. PETRICK, PAUL M. POSTAL and
PETER S. ROSENBAUM,
IBM Thomas J. Watson Research Center,
Yorktown Heights,
New York"

Contents of affiliation field:

00@1IBM+ThomasƀJ.ƀWatsonƀResearchƀCenter@2Yorktown
ƀHeights,ƀNY@3US

or

00@1IBM+ThomasƀJ.ƀWatsonƀResearchƀCenter@2Yorktown
ƀHeights,ƀNY,ƀUSA

(d) More than one author: several addresses, but not more than one for any single author. The address given for the first author is to be entered, unless it is a private address and an organizational affiliation is given for another author (in which case enter the first such affiliation):

Example 5

Authorship as on the document:

"RONALD L. GUE, JOHN C. LIGGET,
Southern Methodist University,*
Dallas, Texas
AND
KENNETH C. CAIN
Ernst and Ernst,
Atlanta, Georgia.
*Computer Sciences Center"

Contents of affiliation field:

00@1SouthernƀMethodistƀUniversity+ComputerƀSciences
ƀCenter@2Dallas,ƀTexas@3US

or

00@1SouthernƀMethodistƀUniversity+ComputerƀSciences
ƀCenter@2Dallas,ƀTexas,ƀUSA

(e) More than one author: several addresses and more than one for an individual author. One address only is to be selected, in accordance with the following descending sequence of preferences: location where the work was done; first author's affiliation at the time of the work; first organization cited:

Example 6

Authorship as on the document:

"R. GALIMBERTI* AND U. MONTANARI**
Istituto di Elettrotecnica e di Elettronica,
Politecnico di Milano,
Italy.
*Present address: LABEN, Laboratori Elettronici
e Nucleari S.p.A.,
Milano, Italy.
**Present address: Istituto di Elaborazione
dell'Informazione,
Consiglio Nazionale delle Richerche,
Pisa, Italy"

Contents of affiliation field:

00@1Politecnicob̸dib̸Milano+Istitutob̸dib̸Elettrotecnicab̸eb̸dib̸Ele
ttronica@2Milano@3IT

or

00@1Politecnicob̸dib̸Milano+Istitutob̸dib̸Elettrotecnicab̸eb̸dib̸
Elettronica@2Milano,b̸Italy

Example 7

Authorship as on the document:

"Aus der Medizinischen Universitätsklinik
(Ludolf-Krehl-Klinik) Heidelberg
(Direktor: Prof. Dr. G. Schettler) und
dem Institut für Zytologie und
Elektronenmikroskopie der Universität
des Saarlandes, Homburg
(Direktor: Prof. Dr. H. Sitte)
TH.PFLEIDERER, E. MORGENSTERN und
E. WEBER"

(In this case it is not clear what relationship exists between the two organizations cited and the three individuals named as authors. The first-named organization is therefore selected).

Contents of affiliation field:

00@1Medizinischeb̸Universitätsklinikb̸(Ludolf-Krehl-Klinik)@2
Heidelberg@3DE

or

00@1Medizinischeb̸Universitätsklinikb̸(Ludolf-Krehl-Klinik)@2
Heidelberg,b̸Federalb̸ Republicb̸ofb̸Germany

(f) An individual's private address is never entered unless it is the only address available on the original: in this event, subfield 1 is omitted:

Example 8

Authorship as on the document:
"DWARIKA NATH MISRA
19 Elwern Road, Arlington,
Massachusetts 02174"

The work was done elsewhere: therefore the second indicator is 3.

Contents of affiliation field:
03@219ƀElwernƀRoad,ƀArlington,ƀMass.ƀ02174@3US
or
03@219ƀElwernƀRoad,ƀArlington,ƀMass.ƀ02174,ƀUSA

Multiple affiliations

It is recognized that some services will wish to enter more than one affiliation. Indicator position 1 should be used to link personal names and the related affiliations (see field A12 indicator 1 and this field indicator 1), as in the following example.

Example 9

Authorship as on the document:
"THOMAS B. HICKEY,
Research Department, OCLC, Inc.,
Columbus, Ohio;
DAVID J. RYPKA,
Bell Laboratories,
Naperville,
Illinois"

Contents of repeated fields A12:
11@1Hickey,ƀThomasƀB.
21@1Rypka,ƀDavidƀJ

Contents of repeated fields A15:
10@1OCLCƀInc.+ResearchƀDepartment@2Columbus,ƀOhio@3US
20@1BellƀLaboratories@2Naperville,ƀIllinois@3US

A16: AFFILIATION - COLLECTION OR SERIAL

1. Field definition

Tag:	A16
Indicators:	Position 1: 0-9 Position 2: 0, 1, 2, 3
Subfields:	1: Name of organization 2: Address or location 3: Country code (optional element) 4: Abbreviation or acronym of corporate body (optional element)
Repeatable:	Yes: see indicator position 1.

2. Data description

Field A16 is used to enter the name and address of a single organization to which one or more of the persons associated with a collection or serial are affiliated. The editor of a periodical is usually omitted from the bibliographic description. However if the editor is regarded as being of sufficient importance to be included in the record (e.g. in the case of founder-editor) this field may be used to enter his affiliation.

Indicators

Indicator position 1

This indicator, the use of which is optional, may be used to link an affiliation to the appropriate personal name in field A13 when a number of personal names require to be linked to different affiliations. This is done by setting the first indicator in the field to a number other than 0 and giving the first indicator of the corresponding A13 personal name field the same value. The numbers 1 to 9 should be used according to the order in which the personal names are entered, the affiliations being entered in the same order. This treatment is possible for up to nine names and affiliations.

Indicator position 2

This indicator is used to define the relationship between the corresponding person associated with the collection in field A13 and the affiliation entered in field A16. This is optional and organizations not wishing to specify this relationship will enter 0 as in the example below. The indicators are to be used in accordance with the following table:

0	Relationship between affiliation and the person (i.e. author, editor, etc.) not specified
1	Location where work described in the collection or serial took place
2	Place where person (i.e. author, editor, etc.) employed if different from above
3	Present address of person (i.e. author, editor) if different from above

Subfields

1 Name of organization. Where several levels of the organization are cited (e.g. laboratory, faculty, university), they should be entered

in descending order of scale, from the larger unit to the smaller. For large and complex organizations, such as some university or government departments, discretion may be exercised in omitting intermediate levels, the inclusion of which does not add significant information to the entry, provided always that the most specific unit is cited and that the entry provides an unambiguous identification of the organization. In order to facilitate manipulation of the levels by computer, a '+' (plus sign) should be inserted instead of a space between each separate unit. This is to be regarded as 'space' for purposes of display and search matching.

Example 1

Affiliation as shown on the document : "Lubrication Research Laboratory, Department of Mechanical Engineering, School of Engineering and Applied Science, Columbia University, New York, NY 10027"

Contents of field A16 (subfield 1):
00@1Columbia␢University+Lubrication␢Research␢Laboratory

The name of the organization should be entered in the language of the document (unless the name shown on the document is itself a translation and the name in its original language is known, in which case the latter form should be entered if better known). The following conventions apply:

(a) If transliteration is required, UNISIST recommended transliteration schedules are to be used (see Appendix C).

(b) The full form of the name should be entered even if an abbreviation or acronym is found on the document being recorded.

(c) If the official or formal name of an organization is usually quoted in the form of an acronym (e.g. IBM, Aslib), this may be entered as the full form in subfield 1.

(d) A recognized abbreviation or acronym may be entered in subfield 4 in addition to the full form in subfield 1.

2 Address of organization. The address or location of the organization should be entered in subfield 2. The address should be entered in the fullest available form, ignoring any redundancy which may arise where the place name forms part of the name of the organization (e.g. 'University of Cambridge, Cambridge, England'). However, an incomplete address may be entered where no fuller information is available.

3 Country code. The country of the affiliation may optionally be entered in subfield 3, using the two-character alphabetic codes of ISO 3166 : Codes for the representation of names of countries (see Appendix A).

(It will be noted that the option is deliberately left open for country names to be entered 'informally' as part of the address, or to be encoded in a specific subfield if there is a requirement that a file be searchable automatically by country. It is expected that any individual service, or parties to an exchange, would adopt a consistent policy across the data base concerned).

4 Abbreviation or acronym of corporate body. An abbreviation or acronym of the corporate body may be entered in subfield 4. This should correspond exactly to the full name of the corporate body in subfield 1. If several levels of the organization are cited in subfield 1, the same number of levels should be entered in subfield 4 and each should be separated by '+'. If no abbreviation exists for a particular level, that level should be entered in full.

Selection of the affiliation

The minimum requirement for a bibliographic citation is considered to be the inclusion of a single organizational affiliation, selected wherever possible as giving the location where the work described in the document was done. The rules on following pages are intended to aid selection of a single affiliation in cases where this criterion cannot readily be applied by reference to the information given on the document.

(a) One author: only one address given. This address is to be entered:

Example 2

Authorship as on the document:

"THOMAS C. LOWE,
Informatics Inc.,
Bethesda, Maryland"

Contents of affiliation field:

00@1InformaticsƀInc.@2Bethesda,ƀMaryland@3US

or

00@1InformaticsƀInc.@2Bethesda,ƀMaryland,ƀUSA

(b) One author: several addresses given. One address only is to be selected, in accordance with the following descending sequence of preferences: location where the work was done; author's affiliation at the time of the work; first organization cited:

Example 3

Authorship as on the document:

"JESSE H. KATZ,*
International Business
Machines Corp.,
Los Angeles, Calif.
*Present address: Computer
Processes,
10899 Wilshire Blvd.,
Los Angeles, Calif".

Contents of affiliation field:
01@1IBMƀCorp.@2LosƀAngeles,ƀCa.@3US
or
01@1IBMƀCorp.@2LosƀAngeles,ƀCa.,ƀUSA

(c) More than one author: only one address given. This address is to be entered:

Example 4

Authorship as on the document:
"STANLEY R. PETRICK, PAUL M. POSTAL
and PETER S. ROSENBAUM,
IBM Thomas J. Watson Research Center,
Yorktown Heights,
New York"

Contents of affiliation field:

00@1IBM+ThomasƀJ.ƀWatsonƀResearchƀCenter@2YorktownƀHeights,ƀNY@3US
or
00@1IBM+ThomasƀJ.ƀWatsonƀResearchƀCenter@2YorktownƀHeights,ƀNY,ƀUSA

(d) More than one author: several addresses, but not more than one for any single author. The address given for the first author is to be entered, unless it is a private address and an organizational affiliation is given for another author (in which case enter the first such affiliation):

Example 5

Authorship as on the document:
"RONALD L. GUE, JOHN C. LIGGETT,
Southern Methodist University,
*Dallas, Texas
AND
KENNETH C. CAIN
Ernst and Ernst,
Atlanta, Georgia.
*Computer Sciences Center"

Contents of affiliation field:
00@1SouthernƀMethodistƀUniversity+ComputerƀSciencesƀCenter@2Dallas,ƀTexas@3US
or
00@1SouthernƀMethodistƀUniversity+ComputerƀSciencesƀCenter@2Dallas,ƀTexas,ƀUSA

(e) More than one author: several addresses and more than one for an individual author. One address only is to be selected, in accordance with the following descending sequence of preferences: location where the work was done; first author's affiliation at the time of the work; first organization cited:

Example 6

Authorship as on the document:

"R. GALIMBERTI* AND U. MONTANARI**
Istituto di Elettrotecnica e di Elettronica,
Politecnico di Milano,
Italy.
*Present address: LABEN,
Laboratori Elettronici e Nucleari S.p.A.,
Milano, Italy.
**Present address: Istituto di Elaborazione dell'Informazione,
Consiglio Nazionale delle Richerche,
Pisa, Italy"

Contents of affiliation field:

00@1Politecnicoƀdiƀ Milano+IstitutoƀdiƀElettrotecnicaƀeƀdiƀElettronica@2Milano@3IT

or

00@1PolitecnicoƀdiƀMilano+IstitutoƀdiƀElettrotecnicaƀeƀdiƀElettronica@2Milano,ƀItaly

Example 7

Authorship as on the document:

"Aus der Medizinischen Universitätsklinik
(Ludolf-Krehl-Klinik) Heidelberg
(Director: Prof. Dr. G. Schettler)
und dem Institut für Zytologie und
des Saarlandes, Homburg (Direktor:
Prof. Dr. H. Sitte) TH. PFLEIDERER,
E. MORGENSTERN und E. WEBER"
(in this case it is not clear what relationship exists between the two organizations cited and the three individuals named as authors. The first-named organization is therefore selected).

Contents of affiliation field:

00@1MedizinischeƀUniversitätsklinikƀ(Ludolf-Krehl-Klinik)@2Heidelberg@3DE

or

00@1MedizinischeƀUniversitätsklinikƀ(Ludolf-Krehl-Klinik)@2Heidelberg,ƀFederalƀRepublicƀofƀGermany

(f) An individual's private address is never entered unless it is the *only* address available on the original: in this event, subfield 1 is omitted:

Example 8

Authorship as on the document:

"DWARIKA NATH MISRA,
19 Elwern Road,
Arlington, Massachusetts 02174"

Contents of affiliation field:

03@219b̸Elwernb̸Road,b̸Arlington,b̸Mass.b̸02174@3US

or

03@219b̸Elwernb̸Road,b̸Arlington,b̸Mass.b̸02174,b̸USA

Multiple affiliations

It is recognized that some services will wish to enter more than one affiliation. Indicator position 1 should be used to link personal names and the related affiliations (see field A13 indicator 1 and this field indicator 1), as in the following example.

Example 9

Authorship on the document:

"THOMAS B. HICKEY,
Research Department, OCLC, Inc.,
Columbus, Ohio;
DAVID J. RYPKA,
Bell Laboratories,
Naperville, Illinois"

Contents of repeated fields A13:

11@1Hickey,b̸Thomasb̸B.
21@1Rypka,b̸Davidb̸J.

Contents of repeated fields A16:

10@1OCLCb̸Inc.+Researchb̸Department@2Columbus,b̸Ohio@3US
20@1Bellb̸Laboratories@2Naperville,b̸Illinois@3US

A17: CORPORATE BODY ASSOCIATED WITH ANALYTIC

1. Field definition

Tag: A17
Indicators: Position 1: 0
Position 2: 0, 1, 2, 3, 4, 5, 6, X
Subfields: 1: Full name of corporate body
2: Address of corporate body (optional element)
3: Country code (optional element)
4: Abbreviation or acronym of corporate body (optional element)
9: Role
Repeatable: Yes: if there is more than one corporate body associated with an analytic each one cited in the bibliographic record requires a separate repetition of field A17.

2. Data Description

Field A17 is used to enter the name and, optionally, the address and country of a corporate body associated with an analytic (paper in conference proceedings, article, letter, book chapter, etc.). Where more than one corporate body is cited in connection with an analytic, field A17 may be repeated as many times as required.

Where several levels of the organization are cited (e.g. laboratory, faculty, university), they should be entered in descending order of scale, from the larger unit to the smaller. For large and complex organizations, such as some university or government departments, intermediate levels, the inclusion of which does not add significant information to the entry, may be omitted provided always that the most specific unit is cited and that the entry provides an unambiguous identification of the organization. In order to facilitate manipulation of the levels by computer, a '+' (plus sign) should be inserted instead of a space between each separate unit. This is to be regarded as 'space' for purposes of display and search matching.

The names of a corporate body should be entered in the language of the document (unless the name shown on the document is itself a translation, and the name in its original language is known, in which case the latter form should be entered if better known). The following conventions also apply:

(a) If transliteration is required, UNISIST recommended transliteration schedules are to be used (see Appendix C).

(b) The full form of the name should be entered even if an abbreviation or acronym is found on the document being recorded.

(c) If the official or formal name of an organization is usually quoted in the form of an acronym (e.g. IBM, Aslib), this may be entered as the full form in subfield 1.

(d) A recognized abbreviation or acronym may be entered in subfield 4 in addition to the full form in subfield 1.

Indicators

Indicator position 2 is used to define the relationship between the corporate body, the name of which has been entered in the bibliographic record, and the item to which the record refers. Most commonly, this relationship will be that of author or editor, but provision is made for other possibilities, in accordance with the table below:

0	Relationship not specified (may be any of those listed below)
1	Author
2	Editor
3	Compiler
4	Translator
5	Illustrator
6	Preface or introduction by
X	Other (specifically not one of those listed above)

The use of these indicators is optional.

Subfields

1 Full name of corporate body. The full name of the corporate body should be entered in subfield 1, or an acronym or abbreviation if the corporate body is usually referred to in this form.

2 Address of corporate body. The address or location of the corporate body may optionally be entered in subfield 2, and it is recommended that it should be so entered if the name of the organization alone is not sufficient for unambiguous identification, as in Example 2.

3 Country code. The country of the corporate body may optionally be entered in subfield 3, using the two-character alphabetic code of ISO 3166 : Codes for the representation of names of countries (see Appendix A).

4 Abbreviation or acronym of corporate body. An abbreviation or acronym of the corporate body may be entered in subfield 4. This should correspond exactly to the full name of the corporate body in subfield 1. If several levels of the organization are cited in subfield 1, the same number of levels should be entered in subfield 4 and each should be separated by '+'. If no abbreviation exists for a particular level, that level should be entered in full.

Subfield 9 is used as follows:

9 'Role': in the event that the relationship between the corporate body cited and the bibliographic item cannot be adequately defined by any of the specific indicators listed above, this subfield may be used to enter a free-form description of the relationship.

3. Examples

Example 1

Corporate body as shown on the document is the author. It is a UK government body.
"Property Services Agency (PSA)
Department of the Environment (DoE)
Library Service"

The levels of the organization are entered in descending order.

Contents of corporate author field:
01@1DepartmentƀofƀtheƀEnvironment+PropertyƀServicesƀAgency+
Library ƀService@3GB@4DoE+PSA+Library Service

Example 2

Corporate body as shown on the document is the translator:
"ICL Management Services Division Translations Service"

As there is only one translations service in ICL, it is permissible to omit Management Services Division. ICL is the official name of the organization and is entered in subfield 1.

Contents of corporate author field:
04@1ICL+TranslationsƀService@3GB

Example 3

Corporate body as shown on the document is compiler:
"Royal Institute of Technology Library Stockholm"

Contents of field A17:
03@1RoyalƀInstituteƀofƀTechnology+Library@2Stockholm@3SE
or
03@1KungligaƀTekniskaƀHogskölans+Bibliotek@2Stockholm@3SE
(original language)

A18: CORPORATE BODY ASSOCIATED WITH MONOGRAPH

1. Field definition

Tag: A18
Indicators: Position 1: 0
Position 2: 0, 1, 2, 3, 4, 5, 6, X
Subfields:
1: Name of corporate body
2: Address of corporate body (optional element)
3: Country code (optional element)
4: Abbreviation or acronym of corporate body (optional element)
9: Role
Repeatable: Yes: if there is more than one corporate body associated with a monograph, each one cited in the bibliographic record requires a separate repetition of field A18.

2. Data description

Field A18 is used to enter the name and, optionally, the address and country of a corporate body associated with an item at the monographic level, e.g.

(a) Book published as a single piece;

(b) Volume forming part of a series or collection of books;

(c) Report;

(d) Translation of the above.

Field A18 is not used for corporate bodies associated with a patent document: see field A35. Where more than one corporate body is cited in connection with a monographic item, field A18 may be repeated as many times as required.

Where several levels of the organization are cited (e.g. laboratory, faculty, university), they should be entered in descending order of scale, from the larger unit to the smaller. For large and complex organizations, such as some university or government departments, intermediate levels, the inclusion of which does not add significant information to the entry, may be omitted provided always that the most specific unit is cited and that the entry provides an unambiguous identification of the organization. In order to facilitate manipulation of the levels by computer, a '+' (plus sign) should be inserted instead of a space between each separate unit. This is to be regarded as 'space' for purposes of display and search matching.

The names of a corporate body should be entered in the language of the document (unless the name shown on the document is itself a translation, and the name in its original language is known, in which case the latter form should be entered if better known). The following conventions also apply:

(a) If transliteration is required, UNISIST recommended transliteration schedules are to be used (see Appendix C).

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(b) The full form of the name should be entered even if an abbreviation or acronym is found on the document being recorded.

(c) If the official or formal name of an organization is usually quoted in the form of an acronym (e.g. IBM, Aslib), this may be entered as the full form in subfield 1.

(d) A recognized abbreviation or acronym may be entered in subfield 4 in addition to the full form in subfield 1.

Indicators

Indicator position 2 is used to define the relaionship between the corporate body, the name of which has been entered in the bibliographic record, and the item to which the record refers. Most commonly, this relationship will be that of *author* or *editor*, but provision is made for other possibilities, in accordance with the table below:

0	Relationship not specified (may be any of those listed below)
1	Author
2	Editor
3	Compiler
4	Translator
5	Illustrator
6	Preface or introduction by
X	Other (specifically *not* one of those listed below)

The use of these indicators is optional.

Subfields

1 *Full name of corporate body*. The full name of the corporate body should be entered in subfield 1, or any acronym or abbreviation if the corporate body is usually referred to in this form.

2 *Address of corporate body*. The address or location of the corporate body may optionally be entered in subfield 2, and it is recommended that it should be so entered if the name of the organization alone is not sufficient for unambiguous identification, as in Example 2.

3 *Country code*. The country of the corporate body may optionally be entered in subfield 3, using the two-character alphabetic code of ISO 3166: *Codes for the representation of names of countries* (see *Appendix A*).

4 *Abbreviation or acronym of corporate body*. An abbreviation or acronym of the corporate body may be entered in subfield 4. This should correspond exactly to the full name of the corporate body in subfield 1. If several levels of the organization are cited in subfield 1, the same number of levels should be entered in subfield 4, and each should be separated by '+'. If no abbreviation exists for a particular level, that level should be entered in full.

Subfield 9 is used as follows:

9 'Role': in the event that the relationship between the corporate body cited and the bibliographic item cannot be adequately defined by any of the specific indicators listed above, this subfield may be used to enter a free-form description of the relationship.

3. Examples

Example 1

Corporate body as shown on the document is the author. It is a UK government body.

"Property Services Agency (PSA)
Department of the Environment (DoE)
Library Service"

The levels of the organization are entered in descending order.

Contents of field A18:

01@1DepartmentƀofƀtheƀEnvironment+PropertyƀServicesƀAg
ency+Library ƀService@3GB@4DoE+PSA+LibraryƀService

Example 2

Corporate body as shown on the document is the translator:

"ICLƀManagementƀServicesƀDivisionƀTranslationsƀService"

As there is only one translations service in ICL it is permissible to omit Management Services Division. ICL is the official name of the organization and is entered in subfield 1.

Contents of field A18:

04@1ICL+TranslationsƀService@3GB

Example 3

Corporate body as shown on the document is compiler:

"Royal Institute of Technology Library Stockholm"

Contents of field A18:

03@1RoyalƀInstituteƀofƀTechnology+Library@2Stockholm@3SE

or

03@1KungligaƀTekniskaƀHogskölans+Bibliotek@2Stockholm@3SE
(original language)

A19: CORPORATE BODY ASSOCIATED WITH COLLECTION OR SERIAL

1. Field definition

Tag: A19
Indicators: Position 1: 0
Position 2: 0, 1, 2, 3, 4, 5, 6, X
Subfields: 1: Full name of corporate body
2: Address of corporate body (optional element)
3: Country code (optional element)
4: Abbreviation or acronym of corporate body (optional element)
9: Role
Repeatable: Yes: if there is more than one corporate body associated with a collection, each one cited in the bibliographic record requires a separate repetition of field A19.

2. Data description

Field A19 is used to enter the name and, optionally, the address and country of a corporate body associated with a collection or a serial. Where more than one corporate body is cited in connection with a non-serial collection, field A19 may be repeated as many times as required.

Where several levels of the organization are cited (e.g. laboratory, faculty, university), they should be entered in descending order of scale, from the larger unit to the smaller. For large and complex organizations, such as some university or government departments, intermediate levels, the inclusion of which does not add significant information to the entry, may be omitted provided always that the most specific unit is cited and that the entry provides an unambiguous identification of the organization. In order to facilitate manipulation of the levels by computer, a '+' (plus sign) should be inserted instead of a space between each separate unit. This is to be regarded as space for purposes of display and search matching.

The names of a corporate body should be entered in the language of the document (unless the name shown on the document is itself a translation, and the name in its original language is known, in which case the latter form should be entered if better known). The following conventions also apply:

(a) If transliteration is required, UNISIST recommended transliteration schedules are to be used (see Appendix C).

(b) The full form of the name should be entered even if an abbreviation or acronym is found in the document being recorded.

(c) If the official or formal name of an organization is usually quoted in the form of an acronym (e.g. IBM, Aslib), this may be entered as the full form in subfield 1.

(d) A recognized abbreviation or acronym may be entered in subfield 4 in addition to the full form in subfield 1.

Indicators

Indicator position 2 is used to define the relationship between the corporate body, the name of which has been entered in the bibliographic record, and the item to which the record refers. Most commonly, this relationship will be that of author or editor, but provision is made for other possibilities, in accordance with the table below:

0	Relationship not specified (may be any of those listed below)
1	Author
2	Editor
3	Compiler
4	Translator
5	Illustrator
6	Preface or introduction by
X	Other (specifically not one of those listed above)

The use of these indicators is optional.

Subfields

1 Full name of corporate body. The full name of the corporate body should be entered in subfield 1, or an acronym or abbreviation if the corporate body is usually referred to in this form.

2 Address of corporate body. The address or location of the corporate body may optionally be entered in subfield 2, and it is recommended that it should be so entered if the name of the organization alone is not sufficient for unambiguous identification, as in Example 2.

3 Country code. The country of the corporate body may optionally be entered in subfield 3, using the two-character alphabetic code of ISO 3166 : Codes for the representation of names of countries (see Appendix A).

4 Abbreviation or acronym of corporate body. An abbreviation or acronym of the corporate body may be entered in subfield 4. This should correspond exactly to the full name of the corporate body in subfield 1. If several levels of the organization are cited in subfield 1, the same number of levels should be entered in subfield 4 and each should be separated by '+'. If no abbreviation exists for a particular level, that level should be entered in full.

Subfield 9 is used as follows:

9 'Role': in the event that the relationship between the corporate body cited and the bibliographic item cannot be adequately defined by any of the specific indicators listed above, this subfield may be used to enter a free-form description of the relationship.

3. Examples

Example 1

Corporate body as shown on the document is the author. It is a UK government body.

"Property Services Agency (PSA)
Department of the Environment (DoE)
Library Service"

The levels of the organization are entered in descending order.

Contents of field A19:
01@1Departmentb̸ofb̸theb̸Environment+Propertyb̸Servicesb̸Agency
+Libraryb̸Service@3GB@4DoE+PSA+Libraryb̸Service

Example 2

Corporate body as shown on the document is the translator:
"ICL Management Services Division Translations Service"

As there is only one translations service in ICL, it is permissible to omit Management Services Division. ICL is the official name of the organization and is entered in subfield 1.

Contents of field A19:
04@1ICL+Translationsb̸Service@3GB

Example 3

Corporate body as shown on the document is compiler:
"Royal Institute of Technology Library Stockholm"

Contents of field A19:
03@1Royalb̸Instituteb̸ofb̸Technology+Library@2Stockholm@3SE
or
03@1Kungligab̸Tekniskab̸Hogskölans+Bibliotek@2Stockholm@3SE
(original language)

A20: COLLATION - ANALYTIC

1. Field definition

Tag:	A20	
Indicators:	00	
Subfields:	1:	Page numbers as in the work
	3:	Additional information on pagination (optional)
	4:	Total number of pages (optional)
	5:	Other descriptive information (optional)
Repeatable:	No	

2. Data description

Field A20 is used to enter the page numbers of an individual contribution, e.g. a journal article, or a chapter in a book, a section in a report or a paper in a conference proceedings. Page numbers may be represented by a single number if the contribution is contained entirely within one page; or by first and last page numbers if the contribution occupies a continuous 'run' of pages; or by a string of single numbers and/or pairs of numbers in the case of discontinuous pagination.

Field A20 occurs only in records at the analytic level. For COLLATION - MONOGRAPH see field A29, COLLATION - COLLECTION see field A28.

Subfields

1 Page numbers. Subfield 1 is used to enter the page numbers exactly as given on the document, transliterated if necessary where letters are used as part of the page number. If roman numerals are used, they should not be converted into arabic numerals, since the distinction may often be significant within a single publication.

All numbers (including first and last numbers of a sequence such as 1234-1235) should be entered in full. A hyphen is used to separate the first and last page numbers of a continuous sequence. Commas are used to separate individual page numbers or pairs of numbers where pagination is discontinuous, as '27-40, 44, 46-51, 53, 55'. Note that ambiguity could occur if the page numbering on the document included hyphens (if pages were numbered within chapters or issues as 123-41, 123-42, 123-43, etc.). In such a case it is recommended that these hyphens be changed to full points (as 123.41, 123.42, etc.).

3 Additional information on pagination. Subfield 3 is used to enter additional or alternative page numbers, or pagination which cannot be expressed in the manner defined for subfield 1. Examples are:

(a) Serials which carry page numbering both within issue and within volume. In such cases the page numbering within the larger unit (usually volume or year) is to be regarded as the preferred numbering, and will be entered in subfield 1. The issue page numbering may be entered in subfield 3, but is not regarded as an essential element.

(b) Items whose only page numbering is within the individual contribution. In such cases subfield 3 may be used in free form to describe the pagination.

4 Total number of pages. Subfield 4 is used to enter the total number of pages in an individual contribution. It should be entered as a single arabic number. Parts of pages should be counted as one.

5 Other descriptive information. Any other descriptive information regarding the physical composition of the analytic (e.g. illustrations, separately numbered plates, etc.) may be entered in subfield 5 in free form.

3. Examples

Example 1

Paper occupies page 1234 only.

Contents of field A20:
00@11234@41

Example 2

Paper occupies pages 1234 to 1246.

Contents of field A20:
00@11234-1246@413

Example 3

Paper occupies pages 33 to 37, 41 and 43. Two colour plates belonging to this paper are found on pages 64 and 65.

Contents of field A20:
00@133-37,ƀ41,ƀ43@47@52ƀcolourƀplatesƀonƀpp.64,ƀ65

A21: DATE OF PUBLICATION

1. Field definition

Tag: A21
Indicators: 00
Subfields: 1: Date in ISO standard format
2: Date part
3: Unformatted or non-Gregorian date (optional)

Repeatable: No

2. Data description

Field A21 is used to record the date of publication of a document.

In the Reference Manual 'date of publication' means the date stated on a document indicating when it was published, issued or otherwise made available. In the case of a formally published document, the date of publication will usually be the date which is printed on the title page or in some other prominent place on the document. In the case of a document which is not formally published (e.g. not available through the usual commercial channels, or restricted or produced in typescript), the date of publication is the date when its contents were completed or the document made available to the audience for whom it is intended.

If there is a date on the document which seems likely to be the date of completion or distribution, it should be regarded as the date of publication.

The following are examples of dates which are to be regarded as dates of publication:-

(a) The date of a serial issue or part. This should be the date printed on the document as this is the date by which the issue or part is known.

(b) The imprint date of a monograph or collection.

(c) The start date or spanning date of a serial in the record of a serial catalogued in its own right.

(d) The date of a report : if there is available both a date when the report is completed and a date when it is published, enter the date of publication in field A21 and the completion date in field A22.

(e) The date of a thesis or dissertation : if there is available both the date when the thesis or dissertation is submitted and a date of publication (which may be, for example, the date of typing), enter the date of publication in field A21 and the submission date in field A22.

(f) The date of publication of a patent document.

The preferred form is the date in ISO standard format.

The following notes give guidance on the entering of dates for particular kinds of material.

Serial issues or parts

Convert the date on the serial issue into ISO format and enter it in subfield 1. Pending an international standard on machine representation of seasons, quarters and parts of months, these will be entered in subfield 2 as they appear on the document. If the date of the issue is given as, say, 20-27 December 1968, the beginning and end dates should both be converted into ISO standard format and separated by a hyphen. If the date of the document is known to be wrong, for example, because of an obvious printer's error, it should be corrected and entered in square brackets. If the date on the document is not actually the date of publication, it should nevertheless be entered in subfield 1. For example, many serial issues which are published monthly are in fact available on the 25th of the previous month. Nevertheless, the date which appears on them is the date by which they are retrieved and should be entered in subfield 1.

Serials

If it is required to record a complete run of a serial (as opposed to a volume or issue or an article within a volume or issue) an open date should be entered (1975-   ) unless it has ceased publication in which case a spanning date should be used (1900-1965).

Series

Where the publication date of the parts takes place over more than one year, a spanning date should be used (1940-1945). If the series is not yet complete, use an open date (1979-   ).

Monographs

The year of publication, the imprint date, should be entered in subfield 1 followed by 0000 to complete the 8 digits required by the ISO formatted date. If the date is known to be incorrect due to a printer's error, it should be corrected and entered in square brackets in subfield 1. If, additionally, it is desired to enter the date in any format other than ISO, this should be entered in subfield 3. If the date of publication is uncertain, an approximate date may be entered in subfield 1 in square brackets. If any digit of the date is uncertain it may be replaced by '?'. If the whole date is uncertain it may be followed by '?'. If the date is not known at all, and no reasonable guess can be made, all the digits of the date may be replaced by question marks and 'n.d.' entered in subfield 3.

Reports

Reports may have a report completion date and a publication date. If these differ, the report completion date should be entered in field A22. Any date that is a date of completion or any other type of date that is not a date of publication should be entered in field A21. If the date is not known at all and no reasonable guess can be made, all the digits of the date may be replaced by question marks and 'n.d.' entered in subfield 3.

Theses

Theses and dissertations may have a date of submission different from the date of publication or other equivalent type of date given on the thesis document. If there is only one date, it should be entered in subfield 1. If there is more than one date, any date that is not a formal date of publication or equivalent should be entered in field A22.

Patents

Field A21 refers to the date of making available a patent document to the public and only subfield 1 should be used for entering such a date. A date which is the date of domestic filing of a patent application should be entered in field A36. A date of filing of a priority application should be entered in field A37.

Subfields

1 ISO standard date. This subfield is used to enter a date or dates in accordance with ISO 2014-1976. This International Standard prescribes that a date should be entered as a fixed-length eight-digit numeric string of the form YYYYMMDD, where: YYYY represents the year in full; MM represents the month as a two-digit number in the range 00 to 12 (if no month is cited, MM = 00); DD represents the day as a two-digit number in the range 00 to 31 (if no day is cited, DD = 00).

In the Reference Manual, any digit may be replaced by '?' if it is uncertain. If the whole date is uncertain it should be followed by '?'. If the date is completely unknown, every digit may be replaced by '?'. The whole date may be entered in square brackets if it is not taken from the document. If the date is a spanning date, i.e. a beginning and end date, both these dates should be entered, each consisting of eight digits and separated by a hyphen. If the date is an open date, i.e. a beginning date, this date only should be entered, as eight digits followed by a hyphen. No characters should be entered in this subfield other than numbers 0 to 9, '?', '-', '[' and ']'.

2 'Date part'. This subfield is used to record any part or subdivision of the date which cannot be expressed numerically in subfield 1. Examples are: seasons or quarters as subdivisions of a year; the identification of successive newspaper editions issued on the same day; the identification of a month part. Any entry made in this subfield should be in the original language and precise wording of the document, transliterated if necessary.

3 Unformatted or non-Gregorian date. In certain circumstances it may be desired to enter the date exactly as found in the document, or to record more information than it is possible to enter within the constraints of the ISO standard format in subfield 1. This should be done in subfield 3. This subfield may also be used to record a non-Gregorian date in free form, if the date on the original is not according to the Gregorian calendar. In such cases an approximate equivalent Gregorian date should be entered in subfield 1 in square brackets. The abbreviation 'n.d.' (no date) may optionally be entered in this subfield if no date appears on the original document.

3. Examples

Example 1

Date on document : "29th May 1971"

Contents of field A21:
00@119710529

Example 2

Date on document : "July - Dec. 1969"

Contents of field A21:
00@119690700-19691200

Example 3

Date on document : "Printemps 1970"

Contents of field A21:
00@119700000@2Printemps

Example 4

Date on document : "1969-70"

Contents of field A21:
00@119690000-19700000

Example 5

Date on document : "27th June - 3rd July 1971"

Contents of field A21:
00@119710627-19710703

Example 6

Date on document : "1987"; should read: "1978". The date is entered in square brackets as it is not on the document.

Contents of field A21:
00@1[19780000]

Example 7

No date on document; believed to be between 1960 and 1969. The date should be entered in square brackets as it is not on the document.

Contents of field A21:
00@1[196?0000]

Example 8

No date on document; believed to be 1958 or 1959. The date should be entered in square brackets as it does not occur on the document. Alphabetic characters are not permitted in subfield 1, hence the use of subfield 3 to be more explicit.

Contents of field A21:
00@1[19580000?]@31958ƀorƀ1959?

Example 9

Report is completed 1974 and published 1978. Completion date is entered in field A22.

Content of field A21:
00@119780000

Example 10

No date on document : date cannot be determined.

Contents of field A21:
00@1????????@3n.d.

A22: DATE OTHER THAN DATE OF PUBLICATION

1. Field definition

Tag: A22
Indicators: Position 1: 0
Position 2: 0, 1, 2 or 3
Subfields: 1: Date in ISO standard format
2: Date part
3: Unformatted or non-Gregorian date (optional)
Repeatable: Yes

2. Data description

Field A22 is used to record dates which are related to the document being described, other than the date of publication which is recorded in field A21. Field A22 is optional.

The following dates may be recorded in field A22:

(a) The completion date of a report.

(b) The submission date of a thesis or dissertation.

(c) The date when an article or contribution is received by the editor of a serial ('Date received').

The preferred form of the date is the date in ISO standard format.

Indicators

Indicator position 2 takes the following values:

0 : Unspecified or miscellaneous related date.

1 : The completion date of a report.

2 : The submission date of a thesis or dissertation.

3 : The date when an article is received by the editor of a serial or another publication ('Date received').

Subfields

1 ISO standard date. This subfield is used to enter a date or dates in accordance with ISO 2014-1976. This International Standard prescribes that a date should be entered as a fixed-length eight-digit numeric string of the form YYYYMMDD where: YYYY represents the year in full; MM represents the month as a two-digit number in the range 00 to 12 (if no month is cited MM = 00); DD represents the day as a two-digit number in the range 00 to 31 (if no day is cited, DD = 00).

In the Reference Manual, any digit may be replaced by '?' if it is uncertain. If the whole date is uncertain it should be followed by '?'. If the date is unknown every digit may be replaced by '?'. The whole date may be entered in square brackets if it is not taken from the document. If the date is a spanning date, i.e. a beginning and end date, both these dates should be entered, each consisting of eight digits and separated by a hyphen. If the date is an open date, i.e. a beginning date, this date only should be entered, as eight digits followed by a hyphen. No characters should be entered in this subfield other than numbers 0 to 9, '?'. '-', '[' and ']'.

2 Date part. This subfield is used to record any part or subdivision of the date which cannot be expressed numerically in subfield 1. Examples are: seasons or quarters as subdivisions of a year; the identification of successive newspaper editions issued on the same day; the identification of a month part. Any entry made in this subfield should be in the original language and precise wording of the document, transliterated if necessary.

3 Unformatted or non-Gregorian date. In certain circumstances it may be desired to enter the date exactly as found in the document, or to record more information than it is possible to enter within the constraints of the ISO standard format in subfield 1. This should be done in subfield 3. This subfield may also be used to record a non-Gregorian date in free form if the date on the original is not according to the Gregorian calendar. In such cases an approximate equivalent Gregorian date should be entered in subfield 1 in square brackets. The abbreviation 'n.d.' (no date) may optionally be entered in this subfield if no dates appear on the original document.

3. Examples

Example 1

Report is completed 1974 and published 1978. Publication date is entered in field A21.

Contents of field A22:
    01@119740000

Example 2

Thesis was formally presented for a degree on July 10th 1980.

Contents of field A22:
    02@119800710

Example 3

The publication date of a journal issue is 18th January 1979. The contribution in the journal issue being recorded was received by the journal on 12th December 1977. The publication date is entered in field A21. The date of receipt by journal editor is entered in field A22.

Contents of field A22:

```
03@119771212
```

A23: LANGUAGE OF TEXT

1. Field definition

Tag: A23
Indicators: 00
Subfields: 0: Language code
1: Name of language in language of database
Repeatable: Yes, if a document is in more than one language

2. Data description

Field A23 subfield 0 is used to enter a fixed length code indicating the language in which the text of the item appears. A set of codes which may be used is found in Appendix B.

Pending the availability of an ISO Standard, an interim coding scheme may be adopted as agreed by the parties to an exchange of bibliographic information. In addition subfield 1 has been introduced as a temporary measure for entering the name of the language in the language of the database.

If the original text appears in more than one language, all languages concerned should be cited in field A23 which should be repeated for each language cited. Field A23 may be used in records at any bibliographic level. Note that it is the lowest level which determines the bibliographic level of a record.

3. Examples

Example 1

Language of document: English

Contents of field A23: 00@0ENG

Example 2

Languages of document: Dutch and German

Contents of repeated fields A23:
00@0DUT
00@0GER
or
00@1Dutch
00@1German

In this example the language of the database is English.

A24: LANGUAGE OF SUMMARY

1. Field definition

Tag: A24
Indicators: 00
Subfields: 0: Language code
1: Name of language
Repeatable: Yes, if the summaries are in more than one language.

2. Data description

Field A24 subfield 0 is used to enter a fixed-length code indicating the language of summaries given on the original piece. It is used only where the original document carries summaries in a language or languages different from that (those) of the text, i.e. different from the languages(s) mentioned in A23.

A set of codes which may be used is found in Appendix B.

Pending the availability of an ISO Standard, an interim coding scheme may be adopted as agreed by the parties to an exchange of bibliographic information. In addition, subfield 1 has been introduced as a temporary measure for entering the name of the language in the language of the database.

If it is desired to use more than one language code or name, field A24 should be repeated for each one.

Field A24 may be used in records at any bibliographic level. Note that it is the lowest level that determines the bibliographic level of a record. Field A24 is optional.

3. Example

Languages of summaries: English, French

Contents of repeated fields A24:

```
00@0ENG
00@0FRE
```

A25: PUBLISHER: NAME & LOCATION (MONOGRAPH, COLLECTION OR SERIAL)

1. Field definition

Tag:	A25
Indicators:	Position 1 may be used to link 'publisher' with COUNTRY OF PUBLICATION CODE (field A51) and ISBN (field A26) where more than one publisher is cited, and the item carries a different ISBN for each country in which it is distributed (see fields A26 and A51). Position 2: 0
Subfields:	1: Publisher name 2: Location or address
Repeatable:	Yes: where more than one publisher is cited field A25 should be repeated as many times as required.

2. Data description

Field A25 is used to enter the name and location of an organization cited as publisher of a monograph, collection or serial. For COUNTRY OF PUBLICATION CODE see field A51.

Subfields

1 Publisher name, entered as given on the document, transliterated if necessary in accordance with UNISIST recommendations, or the wording may be changed to make the publisher's name clearer, for instance, abbreviations may be spelt out.

2 Location or address. The location of the publisher is entered in subfield 2. Usually this consists of the town or city, followed by county, province or state if required. In addition a full address may, however, be entered in parentheses if desired.

3. Examples

Example 1

Publisher as given on the document:
"Phaidon Press, 5 Cromwell Place, LONDON SW7"

Contents of field A25:
00@1Phaidonb̸Press@2London

or

00@1Phaidonb̸Press@2Londonb̸(5b̸Cromwellb̸Place,b̸Londonb̸SW7)

Example 2

Publisher as given on the document:
"Oxford at the University Press"
Wording changed to make the name clearer.

Contents of field A25:
00@1Oxfordb̸Universityb̸Press@2Oxford

A26: ISBN (INTERNATIONAL STANDARD BOOK NUMBER)

1. Field definition

Tag:	A26
Indicators:	Position 1 may be used to link 'ISBN' with 'publisher' (field A25) where more than one publisher is cited, and the item carries a different ISBN for each country in which it is distributed. Position 2: 0
Subfield:	0: ISBN (International Standard Book Number): fixed length, nine numeric digits, one check digit, numeric or X, and three spaces or hyphens.
Repeatable:	Yes, where the work carries more than one ISBN, field A26 may be repeated as many times as required.

2. Data description

Field A26 is used to enter an International Standard Book Number (ISBN), in accordance with the relevant ISO Standard. Only the number itself including spaces or hyphens should be entered in subfield 1 (not the letters 'ISBN' which may precede the number as printed on the piece).

Field A26 can apply only to a monographic or collective item; but it may appear in a record at the analytic level, for example if the record refers to a chapter in a work which carries an ISBN.

3. Example

ISBN as shown on the document: "ISBN 0 571 08989 5"

Contents of field A26: 00@00b̸571b̸08989b̸5

4. Supplementary notes

The following notes are included to assist systems analysts who may wish to validate ISBN. Further information can be found in The ISBN System: users' manual 2nd ed. Berlin, International ISBN Agency, 1978, and ISBN Review. These are both available from:

ISBN Agency
Staatsbibliothek Preussischer Kulturbesitz
D-1000 BERLIN 30
Reichpietschufer 72/76
Postfach 1407
Germany

Constitution of ISBN

An ISBN is a ten-character number made up of four components:
(a) Group identifier
(b) Publisher identifier
(c) Title identifier
(d) Check character.

Components (a), (b) and (c) are of variable length (within the overall fixed length of the number), and are made up of arabic digits 0 to 9. Component (d) is a single character, which may be the letter X or any of the digits 0 to 9.

In written or printed form the four components are conveniently separated by spaces or hyphens.

Calculation of check character

The check character is calculated on modulus 11, as described in the following example:

(a) Write the digits of the number without check character: 0 5 7 1 0 8 9 8 9

(b) Write the constant weights associated with each position of the number: 10 9 8 7 6 5 4 3 2

(c) Multiply each digit by its associated weight: 0 45 56 7 0 40 36 24 18

(d) Add the produce of these multiplications: 0+ 45+56+ 7+ 0+40+36+24+18=226

(e) Divide the sum by modulus 11 to find the remainder: 226÷11=20, plus a remainder of 6

(f) Subtract the remainder from modulus 11 to find the required check digit: 11-6=5
If the result of this subtraction is 10, use check character X. if there is no remainder, the check digit is 0.

(g) Append the check digit to make the full ten-digit ISBN:
0 571 08989 5.

A27: EDITION

1. Field definition

Tag: A27
Indicators: 00
Subfields: 0: Edition number: variable length numeric only
1: Edition statement
Repeatable: No

2. Data description

Field A27 is used to record the edition number and/or statement relating to an edition of a monograph or collection.

Subfields

0 Subfield 0 should contain one or more digits and nothing else. Roman numerals should be converted to arabic and ordinals should be entered as pure numbers, without suffixes such as "th".

1 Any other information concerning the edition or editions should be entered in subfield 1. Editions that are not numbered should be entered here, e.g. "Revised edition". The text should be taken as far as possible from the document. Edition may be abbreviated to "ed." and revised to "rev.".

3. Examples

Example 1

Edition as indicated on the document: "XIIth edn."

Contents of field A27: 00@012

Example 2

Edition as indicated on the document: "2nd edition revised"
May be abbreviated to: "2nd ed. rev."

Contents of field A27: 00@12nd ed.rev.
or
00@12nd edition revised

Alternatively it may be entered as follows: 00@02

Example 3

Edition as indicated on the document: "First standard edition"

To avoid confusion it is recommended that this should be entered in subfield 1.
Contents of field A27: 00@11stƀstandardƀedition

A28: COLLATION - COLLECTION

1. Field definition

Tag: A28
Indicators: 00
Subfields: 1: Number and designation of pieces
2: Other descriptive information (optional element)
3: Size in centimetres
4: Size in ISO format
Repeatable: No.

2. Data description

Field A28 is used to describe the physical pieces which together constitute a collection to which the bibliographic record refers.

Although field A28 always refers to a collective item, it may be included in a record at the monographic or analytic levels, for example when the record describes a single volume belonging to a collection, or a chapter in a book which is itself part of a collection.

Subfields

1 Number and designation of pieces: the number of pieces which together constitute a collection to which the bibliographic record refers, and the designation (e.g. volumes, sheets, cassettes, reels) of the pieces.

2 Other descriptive information: any other descriptive information other than size regarding the physical composition of the collection (e.g. collation of individual volumes, plates, maps, inserts) may optionally be entered in subfield 2, in free form.

3 Size in centimetres: the size of the document may be entered in subfield 3. As it is conventional to enter only the height of a book or pamphlet this will be assumed unless dimensions are given; 25cm means height of 25cm; 25cm x 14cm means 25cm high, 14cm wide. If the collection contains books or pamphlets of different heights, a note of explanation in free form may be entered.

4 Size in ISO format

If desired the size of the document may be entered in subfield 4 in ISO format in line with the designations in ISO 216-1975: *Writing paper and certain classes of printed matter - Trimmed sized - A and B series.* The designation should be entered as a two or three digit code, e.g. A4, 2A0.

Examples

Example 1

The item consists of 24 volumes, 23 cm in height.

Contents of field A28: 00@124ƀvolumes@323cm

Example 2

The item consists of 3 folders.

Contents of field A28: 00@13ƀfolders

Example 3

The item consists of 2 volumes, A4 size.

Contents of field A28: 00@12ƀvol.@4A4

Example 4

The item consists of 3 volumes, volume 2 consists of plates, volume 3 consists of maps.

Contents of field A28: 00@13ƀvol.@2vol.ƀ2ƀplates,ƀvol.ƀ3ƀmaps

A29: COLLATION - MONOGRAPH

1. Field definition

Tag: A29
Indicators: 00
Subfields:
- 1: Number of pages
- 2: Other descriptive information (optional element)
- 3: Size in centimetres
- 4: Size in ISO format

Repeatable: No.

2. Data description

Field A29 is used to describe the collation details of a monograph, including:
- (a) Book published as a single piece
- (b) Volume forming part of a series or collection of books
- (c) Patent document
- (d) Report
- (e) Thesis or dissertation.

Although field A29 always refers to an item at monographic level, it may be included in a record at analytic level, for example, when the record describes a chapter in a book or report. For COLLATION - COLLECTION see field A28. For COLLATION - ANALYTIC see field A20.

Subfields

1 Number of pages

Simple cases - Enter the total number of pages as an Arabic numeral in subfield 1.

Roman numerals - if pages in the work are in Roman numerals, enter them as such in subfield 1. If Arabic numerals are also present enter each separated by comma space.

Complex and irregular paging - if numbering is in a number of separate sequences, enter full details of each sequence. If a continuous sequence begins at 1 enter only the last number. A hyphen is used to separate the first and last numbers in a sequence. All numbers should be entered in full. Each sequence should be separated from the next by comma space. As an alternative to the above, the number of pages may be counted and the total entered.

Unnumbered pages - if a sequence is completely unnumbered, the pages of the sequence should be counted and the total entered in square brackets. However, unnumbered pages immediately following or preceding a numbered sequence and clearly forming part of it are treated as if they were numbered; square brackets should not be used in this case.

2 Other descriptive information: any other descriptive information regarding the physical composition of the monograph (e.g. format, inserts, separately numbered plates) may optionally be entered in subfield 2, in free form.

3 Size in centimetres: the size of the document may be entered in subfield 3. As it is conventional to enter only the height of a book or pamphlet, this will be assumed unless dimensions are given; i.e. 25cm means height of 25cm; 25cm x 14cm means 25cm high, 14cm wide.

4 Size in ISO format

If desired the size of a document may be entered in subfield 4 in ISO format in line with the designations in ISO 216-1975: Writing paper and certain classes of printed matter - Trimmed sized - A and B series. The designation should be entered as a two or three digit code, e.g. A4, 2A0.

When field A29 is used for patent documents, the total number of pages, including drawings, should be entered as a single number in subfield 1.

3. Examples

Example 1

A document is made up as follows: Introduction: 8 pages numbered i to viii. First part marked 9-55. Introduction to second part, 3 unnumbered pages. 2nd part numbered 19-80. 8 colour plates. Height 25cm.

Contents of field A29:

```
    00@1viii,b̸9-55b̸,[3],b̸19-80b̸[i.e.120]@28b̸colourb̸plates@325cm
or
    00@1120@28b̸colourb̸plates@325cm
```

Example 2

A document consists of 8 pages of A4 paper

Contents of field A29:

```
    00@18@4A4
```

A30: NAME OF MEETING

1. Field definition

Tag:	A30
Indicators:	Position 1: 0 Position 2: May take any of the values 0, 1, 2, 3, 4
Subfields:	1: Name of meeting 2: Language code (optional) 3: Number of meeting
Repeatable:	Yes, if a document contains the proceedings of more than one meeting.

2. Data description

Field A30 is used to enter the name of a meeting (conference, symposium, etc.), if the document to which the record refers constitutes the proceedings of a meeting. The name of the meeting should be entered in the form in which it appears on the document. If the meeting is one of a series ("Third International Conference on.."), and the titles of successive meetings in the series are differentiated by a 'meeting number' this number should be included in numeric form in subfield 3, as an ordinal, e.g. "3rd". If there is no number but a year then the year should be entered here.

The use of field A30 is optional if the name of the meeting occurs as part of the title of the document. In this event, however it may still be found desirable to enter the name of the meeting separately in field A30, e.g. in order to compile a 'conference index'.

It should be noted that the recommendations of the Reference Manual in respect of meetings and conferences do not imply that the bibliographic record must always include a reference to the fact that an individual paper was originally presented at a meeting. For example, this information is often included as a footnote to a serial contribution; but its inclusion in the bibliographic record is optional unless the serial issue, or a part of the issue, constitutes the formal proceedings of the meeting.

Field A30 may be used in records at all bibliographic levels.

Indicator position 2 may be used in accordance with the table below:

0	Unspecified: i.e. indicator not used
1	Name of meeting given in original language and alphabet
2	Name of meeting in original language and alphabet, but modified in content as part of the cataloguing process
3	Name transliterated or transcribed as part of the cataloguing process
4	Name translated (with or without other modification) as part of the cataloguing process

The above indicators are used in the same way as indicator position 2 in the title fields, e.g. A08.

The following should be taken into account when recording a name of meeting in this field.

a) Unless otherwise indicated, any name of meeting which appears on the document may be regarded as the name of meeting given in the original language and alphabet even if the language and alphabet differ from that of the text. Where alternative names exist in different languages, they may be entered in repeated fields.

b) Any modification by the cataloguer will be denoted by indicator position 2, except for a modification involving only removing the date or number from the name and entering it in subfield 3.

c) When deciding on the form of the meeting name, the requirements of searching should be taken into account. If an authority file is used for meeting names, the appropriate form of name should be entered here. Otherwise the meeting name for search purposes may be the name translated into a language of the database and edited if desired as part of the cataloguing process. Translation into a common language is desirable for search purposes in those databases which rely heavily on the title for subject searching. If there is more than one language of the database the field may be repeated or alternatively the title may be entered in only one of the languages of the database.

3. Examples

Example 1

The name of the conference, of which the proceedings are being recorded, is "Seventh International Conference on the Physics of Semiconductors".

Contents of field A30:

01@1Internationalb̸Conferenceb̸onb̸theb̸Physicsb̸ofb̸Semiconductors@37th

Example 2

The name of the conference, of which the proceedings are being recorded, is "1976 Clinic on Library Applications of Data Processing". As there is no number, the date is included in subfield 3.

01@1Clinicb̸onb̸Libraryb̸Applicationsb̸ofb̸Datab̸Processing@31976

A31: LOCATION OF MEETING

1. Field definition

Tag:	A31
Indicators:	00
Subfields:	1: Location of meeting 2: Country code (optional element)
Repeatable:	Yes, if a document contains the proceedings of more than one meeting.

2. Data description

Field A31 is used to enter the location of a meeting, the name of which has been entered in field A30.

Subfields

1 Location of meeting, entered in free form. The amount of detail required will be dictated partly by the nature of the location, and partly by the information available on the document. If the country is given in the form of a code in subfield 2, it should not be included in subfield 1.

2 Country code. The country in which the meeting was held may optionally be entered in subfield 2, using the two-character alphabetic codes of ISO 3166 : Codes for the representation of names of countries (See Appendix A). Field A31 may be used in records at all bibliographic levels.

3. Example

Location of meeting as given on the document:

"Reading, Berks., England"

Contents of field A31:
00@1Reading,ƀBerks.@2GB

or

00@1Reading,ƀBerks.,ƀEngland

A32: DATE OF MEETING

1. Field definition

Tag:	A32
Indicators:	00
Subfields:	1: Date in ISO standard format: fixed-length, eight-digit numeric 2: 'Date part' 3: Date in full/non Gregorian date
Repeatable:	Yes, if a document contains the proceedings of more than one meeting.

2. Data description

Field A32 is used to enter the date (or inclusive dates) of a meeting, the name of which has been entered in field A30.

Field A32 may be used in records at all bibliographic levels.

The beginning date and end date of the meeting should be converted into ISO standard format and entered in subfield 1 separated by a hyphen. Pending an international standard representation of seasons, quarters and parts of months etc., these will be entered in subfield 2 as they appear on the document. Where it is desired to enter dates of a meeting in other formats, they should be entered in subfield 3. Although the examples include in two cases beginning date and end date, it is permissible to enter only one.

Subfields

1 ISO standardized date. This subfield is used to enter a date or dates in accordance with ISO 2014-1976. This International Standard prescribes that a date should be entered as a fixed-length eight-digit numeric string of the form YYYYMMDD, where YYYY represents the year in full, MM represents the month as a two-digit number in the range 00 to 12 (MM = 00 if no month is cited); DD represents the day as a two-digit numeral in the range 00 to 31 (if no day is cited DD = 00). If the meeting spans more than one date, both dates should be entered here, each consisting of eight digits and separated by a hyphen.

2 'Date part'. This subfield is used to record any part or sub-division of the date which cannot be expressed numerically in subfield 1. Examples are: seasons or quarters as subdivisions of a year. Any entry made in this subfield should be in the original language and precise wording of the item, transliterated if necessary.

3 Unformatted or non-Gregorian date. In certain circumstances it may be desired to enter the date exactly as found in the document, or to record more information than it is possible to enter within the constraints of the ISO standard format in subfield 1. This should be done in subfield 3. This subfield may also be used to record a non-Gregorian

date in free form, if the date on the original is not according to the Gregorian calendar. In such cases an approximate equivalent Gregorian date should be entered in subfield 1 in square brackets.

3. Examples

Example 1

Dates of meeting:
"June - mid-July 1969"

Contents of field A32:
00@119690600-19690700@3Juneƀ-ƀmid-Julyƀ1969

Example 2

Dates of meeting:
"27th June - 3rd July 1971"

Contents of field A32:
00@119710627-19710703

Example 3

Date of meeting (full single date):
"15th October 1973"

Contents of field A32:
00@119731015

A33: IDENTIFICATION OF PATENT DOCUMENT

1. Field definition

Tag: A33
Indicators: 00
Subfields: 1: Country code
2: Type of patent document (KD Code): fixed length, two characters
4: Type of patent document, as a free-text description (optional element)
5: Document number
Repeatable: No

2. Data description

Field A33 is used to enter the full identification of a patent document. The preferred form of identification consists of the following subfields:

1 Country code
2 KD code (see Appendix D)
5 Document number

An alternative form of identification may consist of:

1 Country code
4 Type of document, as a free-text description
5 Document number

Subfields

1 Country code. The two-character codes of ISO 3166 : Codes for the representation of names of countries are recommended (see Appendix A). This subfield is compulsory.

2 KD code. The KD (Kind of Document) code is the preferred means of identifying 'document type'. It is a fixed-length two-character code. A complete list of codes comprising the first digit of the KD code and the use of the second digit are given in Appendix D.

4 Type of patent document, entered as a free-text description (e.g. 'Offenlegungsschrift', 'Certificat d'Utilité'). This subfield may be used in place of, or as well as, subfield 2.

5 Document number. Subfield 5 is used to record the complete number assigned to the document, including any prefixes and/or suffixes.

Do not record the serial or filing number which is always assigned to the patent application in this subfield, but in field A36. Do not record the serial or filing number assigned to a priority application in this subfield, but in field A37.

The document number should be entered without punctuation or spaces within the number. Subfield 5 is equivalent to INID code 11.

Field A33 may be used at the monographic level, or at the analytic level if a patent document is abstracted from an official gazette which is handled as a serial. For the use of INID codes see Appendix F.

3. Example

"United States Patent (11) 3,607,127"

Contents of field A33:
00@1US@2Ab̸@53607127
or
00@1US@4Patent@53607127

A34: PERSON ASSOCIATED WITH PATENT DOCUMENT

1. Field definition

Tag: A34

Indicators: Position 1: 0
Position 2: 0, 1, 2, 3, 4, 5, 6 or 7

Subfields:
1: Name as derived from the patent document
2: 'Established form': i.e. a 'correct' form of the name established by reference to an authority other than the patent document to which the bibliographic record refers (optional element)
3: Real name (optional element)
4: Pseudonym (optional element)
5: Former name (optional element)
6: Subsequent name (optional element)
7: Search name (optional element)
9: Role: a description in free form of the relationship between the person cited and the bibliographic item to which the record refers (optional element)

Repeatable: Yes: each different person to whom reference is made in the bibliographic record require~~d~~s a separate repetition of field A34.

2. Data description

Field A34 is used to enter the names of persons cited on a patent document as inventors, applicants, grantees and assignees.

Field A34 may be used in records at the monograph level or analytic level depending on whether the record is derived from the patent document itself or from an entry in an official gazette.

Indicators

The indicators for field A34 differ from those defined for field A11 and other personal name fields, although the subfields are the same. Indicator position 1 is not used. Indicator position 2 may be used, optionally, as with other personal name fields, to define the relationship between the person and the work cited, but a separate table of values is defined below to cover the special requirements of patent documents.

Indicator position 2 may therefore take any of the following values:

0	Relationship not specified (may be any of those listed below)
1	Inventor who is neither an applicant nor a grantee
2	Inventor who is also an applicant but not a grantee
3	Inventor who is also a grantee but not an applicant
4	Inventor who is also a grantee and an applicant
5	Applicant who is neither a grantee nor an inventor
6	Grantee who is neither an applicant nor an inventor
7	Grantee who is also an applicant but not an inventor

It should be noted that for United States Patents the following conventions apply:

(a) The applicants must, except under very exceptional circumstances, be the inventors.

(b) Unless the rights attached to the application have been assigned, the inventors are also the grantees.

(c) If the rights attached to the application have been assigned, the assignees are to be regarded as the grantees.

Thus, the names of the parties concerned with a United States Patent will almost invariably be recorded using indicators 02 and 06 or using indicator 04. The same conventions apply for patents from Canada and the Philippines, which have patent laws similar to those of the United States in this respect.

The relationship between the above-mentioned indicators and the INID codes is as shown in the table below; but note that this scheme does not differentiate between individuals and corporate bodies - field A35 must be used for inventory, applicants, grantees and assignees which are corporate bodies.

Indicator position 2	INID code
0	any of 71-73, 75, 76
1	72
2	71+72; or 75
3	72+73
4	71+72+73; or 76
5	71
6	73
7	71+73

In an inventory is also an applicant, or is also an applicant and a grantee, he may be identified on a patent document (a) by INID codes 75 or 76, or (b) by INID code 71 used together with 72, or with 72 and 73, or (c) by repeating the name and using a different INID code for each mention of the name. In situation (c) all the INID codes associated with each name must be considered in order to determine the correct indicator to be used. A similar situation arises in the case of a grantee, who may be an inventor, or an inventor and an applicant.

Subfields

The field structure for personal names provides a number of subfields (1 to 7) for entering alternative forms of an author name. Any of the following forms may be included (but only subfield 1 is an essential element):

1 Name as derived from the patent document, unaltered except for transliteration if necessary.

2 'Established form' of the name, derived from an authority file, where this differs from the form given in the primary publication by, for example, the substitution of a forename for an initial, or vice versa.

Another example would be where a non-Russian name has been transliterated into Cyrillic, and, when retransliterated in accordance with UNISIST recommendations, it emerges in an incorrect form (e.g. 'Courtois' - 'Kurtoa'). It is important to retain under subfield 1 the form derived directly from the primary publication, since users may not know the original form of the name.

3 'Real name', where the name given on the patent document (and recorded under subfield 1) is a pseudonym.

4 'Pseudonym', where the individual whose real name is given on the patent document (and recorded under subfield 1) is known to have published under another name.

5 'Former name', where a change of name is known to have occurred, e.g. maiden name for a married woman author, or former name is the person cited actually changed the name by which he was known, for example on moving to take up residence in another country.

6 'Subsequent name', where a change of name is known to have occurred, e.g. married name for a woman author writing under her maiden name, or subsequent name if the author later changed the name by which he was known at the time of writing the item in question.

7 'Search name'. The form of the name used for search can be algorithmically derived from the name in subfield 1 and consists of the 'Key' name or names, a comma and space as delimiter and up to two initials of forenames, each followed by a full stop, with a space between them (e.g. Smith,ƀJ.ƀL.). Titles are not included in the search name.

9 'Role': in the event that the relationship between the person cited and the bibliographic item cannot be adequately defined by any of the specific indicators listed above, this subfield may be used to enter a free-form description of the relationship.

Suggested conventions for entering the personal name are found in Appendix E.

3. Examples

Example 1

Individual named on the document (United States Patent - no mention of assignee):
Inventor: Joseph P. Segre, 45 Wuabond Road, Action, Mass. 01720

Contents of field A34:
04@1Segre,ƀJosephƀP.
or
04@1Segre,ƀJ.ƀP.

Example 2

Individuals named on the document (United States Patent - assignee named):
Inventors: Herbert S. Polin and Gustavo Kuhn, both of Veyrier, Switzerland
Assignee: Paul Vogel

Contents of field A 34 (repeated three times):

First individual:	02@1Polin,b̸Herbertb̸S.
or	
	02@1Polin,b̸H.b̸S.
Second individual:	02@1Kuhn,b̸Gustavo
or	
	02@1Kuhn,b̸G.
Third individual:	06@1Vogel,b̸Paul
or	
	06@1Vogel,b̸P.

A35: CORPORATE BODY ASSOCIATED WITH PATENT DOCUMENT

1 Field definition

Tag: A35
Indicators: Position 1: 0
Position 2: may take any of the values 0, 1, 2, 3, 4, 5, 6, 7
Subfields:
1: Full name of corporate body
2: Address of corporate body (optional element)
3: Country code (optional element)
4: Abbreviation or acronym of corporate body
9: Role
Repeatable: Yes, if more than one corporate body is cited on a patent document, field A35 may be repeated as many times as required.

2. Data description

Field A35 is used to record the names and, optionally, the address of corporate bodies cited on a patent document as inventors, applicants, grantees or assignees. While corporate inventorship is rare, it is nevertheless provided for in the laws of some countries.

Field A35 may be repeated as many times as necessary in a single record to enter the names of all corporate bodies cited in the abovementioned capacities.

Field A35 may be used in records at the monographic or analytic levels, depending on whether the record is derived from the patent document itself or from an entry in an official gazette.

Where several levels of the organization are cited (e.g. laboratory, faculty, university), they should be entered in descending order of scale, from the larger unit to the smaller. For large and complex organizations, such as some university or government departments, intermediate levels, the inclusion of which does not add significant information to the entry, may be omitted provided always that the most specific unit is cited and that the entry provides an unambiguous identification of the organization. In order to facilitate manipulation of the levels by computer, a '+' (plus sign) should be inserted instead of a space between each separate unit. This is to be regarded as 'space' for purposes of display and search matching.

The names of a corporate body should be entered in the language of the document (unless the name shown on the document is itself a translation, and the name in its original language is known, in which case the latter form should be entered if better known). The following conventions also apply:

(a) If transliteration is required, UNISIST recommended transliteration schedules are to be used (see Appendix C).

(b) The full form of the name should be entered even if an abbreviation or acronym is found on the document being recorded.

(c) If the official or formal name of an organization is usually quoted in the form of an acronym (e.g. IBM, Aslib), this may be entered as the full form in subfield 1.

(d) A recognized abbreviation or acronym may be entered in subfield 2 in addition to the full form in subfield 1.

Indicators

Indicator position 1 is not used. Indicator position 2 may be used, optionally, as with other personal name fields, to define the relationship between the person and the work cited, but a separate table of values is defined below to cover the special requirements of patent documents.

Indicator position 2 may therefore take any of the following values:

0	Relationship not specified (may be any of those listed below)
1	Inventor who is neither an applicant nor a grantee
2	Inventor who is also an applicant but not a grantee
3	Inventor who is also a grantee but not an applicant
4	Inventor who is also a grantee and an applicant
5	Applicant who is neither a grantee nor an inventor
6	Grantee who is neither an applicant nor an inventor
7	Grantee who is also an applicant but not an inventor.

It should be noted that for the United States Patents the following conventions apply:

(a) The applicants must, except under very exceptional circumstances, be the inventors.

(b) Unless the rights attached to the application have been assigned, the inventors are also the grantees.

(c) If the rights attached to the application have been assigned, the assignees are to be regarded as the grantees.

Thus, the names of the parties concerned with a United States Patent will almost invariably be recorded using indicators 02 and 06 or using indicator 04. The same conventions apply for patents from Canada and the Philippines, which have patent laws similar to those of the United States in this respect.

The relationship between the above-mentioned indicators and the ICIREPAT INID codes is as shown on the table below: however the INID scheme does not differentiate between individuals and corporate bodies, so field A35 must be used for inventors, applicants, grantees and assignees which are corporate bodies.

Indicator position 2	INID code
0	any of 71 - 73, 75, 76
1	72
3	71 + 72; or 75
4	71 + 72 + 73; or 76
5	71
6	73
7	71 + 73

If an inventor is also an applicant, or is also an applicant and a grantee, he may be identified on a patent document (a) by INID code 75 or 76, or (b) by INID code 71 used together with 72, or with 72 and 73, or (c) by repeating the name and using a different INID code for each mention of the name. In situation (c) all the INID codes associated with each name must be considered in order to determine the correct indicator to be used. A similar situation arises in the case of an applicant, who may be an inventor, or an inventor and an applicant.

Field A35 corresponds to INID codes 71 - 73, 75 or 76, wherever these are associated with the name of a corporate body, and not a person.

Subfields

1 Full name of corporate body. The full name of the corporate body should be entered in subfield 1, or an acronym or abbreviation if the corporate body is usually referred to in this form.

2 Address of corporate body. The address or location of the corporate body may optionally be entered in subfield 2, and it is recommended that it should be so entered if the name of the organization alone is not sufficient for unambiguous identification, as in Example 2.

3 Country code. The country of the corporate body may optionally be entered in subfield 3, using the two-character alphabetic code of ISO 3166 : Codes for the representation of names of countries (see Appendix A).

4 Abbreviation or acronym of corporate body. An abbreviation or acronym of the corporate body may be entered in subfield 4. This should correspond exactly to the full name of the corporate body in subfield 1. If several levels of the organization are cited in subfield 1, the same number of levels should be entered in subfield 4 and each should be separated by '+'. If no abbreviation exists for a particular level, that level should be entered in full.

Subfield 9 may be used as follows:

9 'Role': in the event that the relationship between the corporate body cited and the patent cannot be adequately defined by any of the specific indicators listed above, this subfield may be used to enter a free-form description of the relationship.

3. Examples

Example 1

The inventor, grantee and applicant is Bell Laboratories, Church Street, Hendon, London NW4.

Contents of field A35:
04@1Bell␢Laboratories@2Church␢Street,␢Hendon,␢London␢NW4

Example 2

Corporate body as shown on the document is the inventor who is neither grantee nor applicant.
"ICL Management Services Division Translations Service"

As there is only one translations service in ICL, it is permissible to omit Management Services Division. ICL is the official name of the organization and is entered in subfield 1.

Contents of corporate author field:
01@1ICL+Translations␢Service@3GB

Example 3

Corporate body as shown on the document:
"US Department of the Army, Harry Diamond Laboratories"

Contents of corporate author field:
00@1United␢States␢of␢America+Dept.␢of␢the␢Army+Harry␢Diamond␢
Laboratories

A36: DOMESTIC FILING DATA OF PATENT DOCUMENT

1. Field definition

Tag:	A36
Indicators:	00
Subfields:	1: Number assigned to a patent application 2: Date of filing the patent application referred to in subfield 1: fixed-length eight-digit numeric 3: Other filing date(s) associated with application: variable-length, numeric
Repeatable:	Yes: if a patent document is based on more than one original application,field A36 may be repeated as many times as required.

2. Data Description

Field A36 is used to record the domestic (i.e. national) filing data associated with a patent document. This includes the number given to the patent when an application is made for a patent, and the date when the application is filed.

Essentially this data consists of:
(a) an application number;
(b) the date on which the application was filed;
(c) under certain circumstances, another date or dates associated with the application ('exhibition' filing date, date of filing complete specification, etc.).

Sometimes a patent document is the result of more than one original application. In this event, field A36 may be repeated as many times as required.

Field A36 is regarded as an optional element in the bibliographic description of a patent document. It may occur in records at the monographic or analytic levels, depending on whether the record is derived from the patent document itself or from an entry in an official gazette.

Subfields

1 Number assigned to a patent application. Subfield 1 is used to record the complete number, including any prefixes and/or suffixes assigned to an application by the Industrial Property Office which eventually publishes the resulting document, or otherwise makes it available to the public. Some countries use an annual numbering system; where this is the case, exact identification of the number must include, as a prefix or suffix, the year of filing. The number assigned to the application should be entered here without punctuation or spaces within the number (but retaining any punctuation which separates the number from a prefix or suffix). Subfield 1 is equivalent to INID code 21.

2 Date of filing the patent application. Subfield 2 is used to record the application date, on which the application referred to in subfield 1 was filed in the Industrial Property Office which eventually publishes the resulting document, or otherwise makes it available to the public.

Subfield 2 corresponds to INID code 22. The date is entered in ISO Standard format, as an eight-digit number of the form YYYYMMDD (see under subfield 3).

3 Other filing date(s). Subfield 3 may be used to enter one or more other dates associated with the filing of a patent application, such as an 'exhibition' filing date or the date of filing a complete specification following a provisional specification.

Subfield 2 always carries the original (i.e. the earliest) date of filing.

Subfield 3 corresponds to INID code 23.

Each date in subfield 3 is entered in ISO Standard format, as an eight-digit number of the form YYYYMMDD, where
YYYY represents the year in full
MM represents the month expressed as a two-digit number with leading zero where required
DD represents the day of the month expressed as a two-digit number with the leading zero where required.

3. Examples

Example 1

"Application no: 084,080; Filing date: September 25, 1970"

Contents of field A36:
00@1084080@219700925

Example 2

"Application no: 123,456, filed April 14, 1970
Application no: 131,204, filed August 22, 1970
Date of filing (single) complete specification: April 19, 1971"

Field A36 is repeated as below:
First application: 00@1123456@219700414@319710419
Second application: 00@1131204@219700822@319710419

In this example, the 'notes' subfield (@N) might also be used to indicate that the two applications were combined into a single complete specification.

A37: CONVENTION PRIORITY DATA OF PATENT DOCUMENT

1. Field definition

Tag: A37
Indicators: 00
Subfields: 1: Country code
2: Number assigned to the priority application
3: Date of filing of priority application: fixed-length eight-digit numeric
Repeatable: Yes: if more than one priority application is cited, field A37 may be repeated as many times as required.

2. Data description

Field A37 is used to enter details of a priority application which is cited on the patent document to which the bibliographic record refers. It is regarded as an optional element in the bibliographic description of a patent document.

The field is divided into three subfields, to record respectively the country of the priority application, the application number, and the date, all of which must be entered.

A patent document may cite more than one priority application, in which case field A37 may be repeated as many times as required.

Field A37 may appear in a record at either the monographic or analytic level, depending on whether the bibliographic record is derived from the patent document itself or from an entry in an official gazette, treated as a serial analytic.

Subfields

1 Country where the priority application was made. The country should be entered using the two-character alphabetic code of ISO 3166 : Codes for the representation of names of countries (see Appendix A).

Subfield 1 corresponds to INID code 33.

2 Number assigned to the priority application. The number must be recorded in full, including any prefixes or suffixes. It should be entered without commas or spaces, but punctuation marks which link a prefix or suffix to the number should be retained. Note that the priority application number should not be confused with:
(a) the document number of the patent document: this number is entered in field A33;
(b) the domestic application number: this number is entered in field A36.
Subfield 2 corresponds to INID code 31.

3 Date of filing of priority application: to be entered in ISO Standard format, as an eight-digit number of the form YYYYMMDD, where

YYYY represents the year in full
MM represents the month expressed as a two-digit number with leading zero where required
DD represents the day of the month expressed as a two-digit number with leading zero where required.

Subfield 3 corresponds to INID 32.

3. Example

"Application made in France (No. 29624) on 27 Aug. 1965"

Contents of field A37: 00@1FR@229624@319650827

A38: REFERENCE TO LEGALLY RELATED DOMESTIC PATENT DOCUMENT

1. Field definition

Tag:	A38
Indicators:	Position 1: 0 Position 2: 0, 1, 2, 3 or 4
Subfields:	1: Country code 2: Type of patent document (KD code: fixed-length, two characters) (optional element) 4: Type of patent document, as a free-text description (optional element) 5: Document number 6: Application number (this subfield is an alternative to subfield 5, when the document number is not known)
Repeatable:	Yes: if more than one legally-related domestic document is cited. Field A38 may be repeated as many times as required.

2. Data description

Field A38 may be used to record details of a patent document (a) legally related to the document to which the bibliographic record refers, and (b) published in the same country.

Field A38 is regarded as an optional element in the bibliographic description of a patent document.

Field A38 may be repeated if more than one legally-related domestic document is cited.

Indicators

This indicator may be used to distinguish between different types of legal relationship between the document cited in field A38 and the document to which the bibliographic record refers, in accordance with the following table of values:

0	Relationship not specified: may be any of those given below
1	Relation due to addition(s)
2	Relation due to division(s)
3	Relation due to continuation(s) - including continuation(s)-in-part
4	Relation due to reissue(s)

These indicator values correspond the INID codes shown in the following table:

Indicator	INID code
0	any of 61-64
1	61
2	62
3	63
4	64

Subfields

The preferred form of reference to a legally related domestic document consists or subfields 1, 2 and 5.

1 Country code (optional since it must be the same as the country code in field A33).
The two-character codes of ISO 3166 : Codes for the representation of names of countries are recommended (see Appendix A).

2 KD code (see Appendix D)
The KD code is the preferred means of identifying 'document type'. It is a fixed-length two-character code. A complete list of codes comprising the first digit of the KD code and the use of the second digit is given in Appendix D.

4 Type of patent document entered as a free-text description (e.g. 'Offenlegungsschrift', 'Certificate d'Utilité'). This subfield may be used in place of or in addition to subfield 2.

5 Document number
Subfield 5 is used to record the complete number assigned to the document including any prefixes and/or suffixes. Do not record the serial or filing number which is always assigned to the patent application in this subfield but in field A36. Do not record the serial or filing numbers assigned to a priority application in this subfield but in field A37. The document number should be entered without punctuation or spaces within the number. Subfield 5 is equivalent to INID code 11.

6 Application number
Subfield 6 is used to record the complete number, including any prefixes and/or suffixes, assigned to an application by the Industrial Property Office which eventually publishes the resulting document, or otherwise makes it available to the public. Some countries use an annual numbering system; where this is the case, exact identification of the number must include, as a prefix or suffix, the year of filing. The number assigned to the application should be entered here without punctuation or spaces within the number (but retaining any punctuation which separates the number from a prefix or suffix).

3. Examples

In these examples, the following conventions have been adopted, in view of the considerable range of variation which is possible:

(a) Indicator position 2 is used to show the nature of the legal relationship; alternatively, this could have been left unspecified.
(b) Country codes are included in all cases, and the two-digit ISO code should be used.

Example 1

Relation due to addition

Addition data as given on French patent
"Nature du titre principal: Brevet d'invention no. 1.548.709"

Contents of field A38:
01@1FR@2A3@51548709

Example 2

Relation due to division

Division data as given on British patent specification:
"Divided out of number 1242211"

Contents of field A38:
02@1GB@2Aƀ@51242211

Example 3

Relation due to continuation-in-part

Continuation data as given on US patent specification:
"Continuation-in-part of application Ser. No. 719,052, Apr. 5, 1968, now Patent no. 3,492, 221 dated Jan. 27, 1970"

Contents of field A38:
03@1US@2Aƀ@53492221

Example 4

Relation due to reissue

Reissue data as given on US patent specification:
"Original No. 3,303,026, dated Feb. 7, 1967, Ser. No. 533,579, Mar. 11, 1966. Application for reissue Feb. 7, 1969. Ser. No. 802,201"

Contents of field A38:
04@1US@2Aƀ@53303026

A39: REPORT NUMBER

1. Field definition

Tag: A39
Indicators: 00
Subfields: 0: Report number
Repeatable: Yes: if a report carries more than one number, field A39 may be repeated as many times as required.

2. Data description

Field A39 is used to enter a number which identifies a report (but not a contract or grant number, which should be entered at field A72.

The number should be entered exactly as shown on the document, including punctuation and spaces. Frequently the report number may include a component which identifies a report series: the number entered in field A39 should include this component, even if the report series is separately identified elsewhere in the record (e.g. by ISSN).

If the report carries more than one identification number, field A39 may be repeated as required.

Field A39 may be used in records at any level.

Note that a number assigned to a report by a depository agency for purposes of ordering and acquisition should be entered in subfield 4 of field A43 AVAILABILITY OF DOCUMENT.

3. Example

"Report No. AIP ID 70-P"

Contents of field A39: 00@0AIPb̸IDb̸70-P

A40: NAME OF PERFORMING ORGANIZATION

1. Field definition

Tag: A40
Indicators: 00
Subfields:
- 1: Name of organization
- 2: Address or location (optional element)
- 3: Country code (optional element)
- 4: Abbreviation or acronym of organization

Repeatable: Yes: if more than one organization is cited, field A40 may be repeated as many times as required.

2. Data description

Field A40 is used to enter the name of an organization responsible for performing the whole or part of the work which is the subject of a report, if and only if this organization is different from the corporate author or author affiliation, otherwise fields A17, A18 and A19 should be used.

Field A40 may be repeated as required, if more than one organization is cited as responsible for the work.

Field A40 occurs only in records describing report literature, and may be used at either the monographic or analytic level.

Subfields

1 Name of organization. Where several levels of the organization are cited (e.g. laboratory, faculty, university), they should be entered in descending order of scale, from the larger unit to the smaller. For large and complex organizations, such as some university or government departments, intermediate levels, the inclusion of which does not add significant information to the entry, may be omitted provided always that the most specific unit is cited and that the entry provides an unambiguous identification of the organization. In order to facilitate manipulation of the levels by computer, a '+' (plus sign) should be inserted instead of a space between each separate unit. This is to be regarded as a space for purposes of display and search matching.

The names of the organization should be entered in the language of the document (unless the name shown on the document is itself a translation, and the name in its original language is known, in which case the latter form should be entered if better known). The following conventions also apply:

(a) If transliteration is required, UNISIST recommended transliteration schedules are to be used (see Appendix C).
(b) The full form of the name should be entered even if an abbreviation or acronym is found in the document being recorded.
(c) If the official or formal name of an organization is usually quoted in the form of an acronym ('IBM', 'Unesco') this may be entered as the full form in subfield 1.

(d) A recognized abbreviation or acronym may be entered in subfield 4 in addition to the full form in subfield 1.

2 Address of organization. The address or location of the organization may optionally be entered in subfield 2, and it is recommended that it should be so entered if the name of the organization alone is not sufficient for unambiguous identification, as in Example 2.

3 Country code. The country of the organization may optionally be entered in subfield 3, using the two-character alphabetic code of ISO 3166 : Codes for the representation of names of countries (see Appendix A).

4 Abbreviation or acronym of organization. An abbreviation or acronym of the organization may be entered in subfield 4. This should correspond exactly to the full name of the organization in subfield 1. If several levels of the organization are cited in subfield 1, the same number of levels should be entered in subfield 4 and each should be separated by '+'. If no abbreviation exists for a particular level, that level should be entered in full.

3. Examples

Example 1

The work is conducted by the Laboratoire de Chimie - Université Paris-Sud:

Contents of field A40:
001UniversitéƀParis-Sud+LaboratoireƀdeƀChimie

Example 2

The Department of Scientific and Industrial Research of New Zealand was the performing organization. New Zealand must be entered to avoid confusion with the British D.S.I.R. (now defunct):

Contents of field A40:
00@1DepartmentƀofƀScientificƀandƀIndustrialƀResearch@3NZ@4D.S.I.R.

A41: UNIVERSITY OR OTHER EDUCATIONAL INSTITUTION

1. Field definition

Tag: A41
Indicators: 00
Subfields: 1: Full name of university or other institution
2: Address or location (optional element)
3: Country code (optional element)
4: Abbreviation or acronym of institution (optional element)
Repeatable: No

2. Data description

Field A41 is used to enter the name of the university, university department, or other degree-granting institution, to which a thesis or dissertation was submitted.

Where several levels of the organization are cited (e.g. faculty, college, university), they should be entered in descending order of scale, from the larger unit to the smaller. For large and complex organizations, such as some university departments, intermediate levels, the inclusion of which does not add significant information to the entry, may be omitted provided always that the most specific unit is cited and that the entry provides an unambiguous identification of the organization. In order to facilitate manipulation of the levels by computer, a '+' (plus sign) should be inserted instead of a space between each separate unit. This is to be regarded as 'space' for purposes of display and search matching.

The names of a corporate body should be entered in the language of the document (unless the name shown on the document is itself a translation, and the name in its original language is known, in which case the latter form should be entered if better known). The following conventions also apply:

(a) If transliteration is required, UNISIST recommended transliteration schedules are to be used (see Appendix C).
(b) The full form of the name should be entered even if an abbreviation or acronym is found in the document being recorded.
(c) If the official or formal name of an organization is usually quoted in the form of an acronym (e.g. M.I.T.), this may be entered as the full form in subfield 1.
(d) A recognized abbreviation or acronym may be entered in subfield 4 in addition to the full form of subfield 1.

Subfields

1 Full name of institution. The full name of the institution should be entered in subfield 1, or an acronym or abbreviation if the corporate body is usually referred to in this form.

2 Address of institution. The address or location of the institution may optionally be entered in subfield 2, and it is recommended that it should be so entered if the name of the organization alone is not sufficient for unambiguous identification.

3 Country code. The country of the institution may optionally be entered in subfield 3, using the two-character alphabetic code of ISO 3166 : Codes for the representation of names of countries (see Appendix A).

4 Abbreviation or acronym of institution. An abbreviation or acronym of the institution may be entered in subfield 4. This should correspond exactly to the full name of the corporate body in subfield 1. If several levels of the institution are cited in subfield 1, the same number of levels should be entered in subfield 4 and each should be separated by '+'. If no abbreviation exists for a particular level, that level should be entered in full.

3. Example

Thesis was submitted to University of Sheffield, England:

Contents of field A41:
00@1Universityb̸ofb̸Sheffield@3GB

A42: TYPE OF DEGREE

1. Field definition

Tag: A42
Indicators: 00
Subfield: 0: Type of degree
Repeatable: No

2. Data description

Field A42 is used, in a record which refers to a thesis or dissertation, to enter a note on the type of degree for which the thesis or dissertation was presented. This information may be entered in free form.

Field A42 is an optional data element.

3. Example

Type of degree: "Ph.D."

Contents of field A42: 00@0Ph.D.

A43: AVAILABILITY OF DOCUMENT

1. Field definition

Tag: A43
Indicators: 00
Subfields: 0: Conditions of access and other notes
1: Name of organization
2: Address of organization (optional)
3: Country code (optional)
4: Depository Accession Number
5: Price (optional)
Repeatable: Yes, if available from more than one organization.

2. Data description

Field A43 is used to enter the source of availability of the document to which the bibliographic record refers, together with any other notes relevant to the process of obtaining the original document (e.g. restrictions on availability, price, order number). In the case of documents which are readily available from the publisher via the usual channels, only the price needs to be entered in this field. This field is mandatory for reports, theses and all documents which are not available through the usual commercial channels. Field A43 may be used in records at all bibliographic levels.

Entry in field A43 should be made according to the usual conventions for entry of corporate bodies so that this field may be used for retrieval.

Where several levels of the organization are cited (e.g. laboratory, faculty, university), they should be entered in descending order of scale, from the larger unit to the smaller. For large and complex organizations, such as some university or government departments, intermediate levels, the inclusion of which does not add significant information to the entry, may be omitted provided always that the most specific unit is cited and that the entry provides an unambiguous identification of the organization. In order to facilitate manipulation of the levels by computer, a '+' (plus sign) should be inserted instead of a space between each separate unit. This is to be regarded as 'space' for purposes of display and search matching.

The names of a corporate body should be entered in the language of the document (unless the name shown on the document is itself a translation and the name in its original language is known, in which case the latter form should be entered if better known). The following conventions also apply:

(a) If transliteration is required, UNISIST recommended transliteration schedules are to be used (see Appendix C).
(b) The full form of the name should be entered if an abbreviation or acronym is found on the document being recorded.
(c) If the official or formal name of an organization is normally quoted in the form of an acronym (e.g. IBM, Aslib), this may be entered as the full form in subfield 1.
(d) A recognized abbreviation or acronym may be entered in subfield 2 in addition to the full form in subfield 1.

Subfields

0 Conditions of access and other notes. These should be entered in free form. This subfield should be used for the frequency of a serial, a note about a sole distributor if different from the publisher (when the name and address of the distributor will occur in subfields 2 and 3), any restrictions on access to the document, etc.

1 Full name of corporate body. The full name of the corporate body should be entered in subfield 1, or an acronym or abbreviation if the corporate body is usually referred to in this form.

2 Address of corporate body. The address or location of the corporate body may optionally be entered in subfield 2, and it is recommended that it should be so entered if the name of the organization alone is not sufficient for unambiguous identification, as in Example 2.

3 Country code. The country of the corporate body may optionally be entered in subfield 3, using the two-character alphabetic code of ISO 3166 : Codes for the representation of names of countries (see Appendix A).

4 Depository Accession Number. This subfield is used to enter an identifying number which is assigned to a document (usually a report) by a depository agency for purposes of ordering and acquisition. This subfield is not used for report numbers assigned by the originating and/or sponsoring agencies, for contract or grant numbers, or similar identifying numbers. If the depository accession number is the same as the unique control number used in field 001 of the record, its repetition in this field is optional (e.g. in the case where the depository agency also creates the database).

5 Price. The price should be entered in subfield 5 with a note in free form if different prices apply to different categories of purchaser. This subfield is always optional.

6 Abbreviation or acronym of corporate body. An abbreviation or acronym of the corporate body may be entered in subfield 4. This should correspond exactly to the full name of the corporate body in subfield 1. If several levels of the organization are cited in subfield 1, the same number of levels should be entered in subfield 4 and each should be separated by '+'. If no abbreviation exists for a particular level, that level should be entered in full.

3. Examples

Example 1

A report is available from the Library Service of the Property Services Agency, Department of the Environment, Marsham Street, London SW1, price £1.50.

Contents of field A43:

00@1Departmentƀofƀtheƀ Environment+PropertyƀServicesƀ Agency+LibraryƀService@2MarshamƀStreetƀLondonƀS.W.1@3 GB@5£1.50

Example 2

A document is available only from NTIS, depository accession number PB-273 455, price $5.00

Contents of field A43:

00@0Soleƀdistributor@1NTIS@4PB-273ƀ455@5$5.00

Example 3

A serial is available from the publisher recorded in field A25. It is published monthly and is priced at £8.00 per year for libraries and £5.00 a year for individuals on an annual subscription basis.

Contents of field A43:

00@0Monthly@5£8.00ƀtoƀlibraries,ƀ£5.00ƀtoƀindividuals: annualƀsubscription

A44: ABSTRACT

1. Field definition

Tag:	A44
Indicators:	00
Subfields:	1: Abstract 2: Source of abstract (optional) 3: Abstract number (optional) 4: Language of abstract
Repeatable:	Yes, if more than one abstract is to be included in the data base for a given document.

2. Data description

Field A44 is used to enter an abstract or other narrative description of the content of a document, and a reference to the source of the abstract.

Subfields

1 Abstract. The content and format of the abstract data are dependent on the practices of the service creating the record and are therefore undefined.

2 Source of abstract. This subfield may be used to enter a reference to the source of the abstract entered in subfield 1. Any entry may be entered in free form bearing in mind the following guidelines:

(a) If the abstract is taken from another journal, the name of that journal together with ISSN, volume and issue numbers should be entered applying the same conventions for selection, transliteration and abbreviation as found under the appropriate field in the Reference Manual.

(b) If the abstract is the author's abstract from the original article, then a note may be made to that effect.

(c) If the abstract is the work of an abstractor in the database producer's organization, this field may be used to enter the abstractor's name or initials.

3 Abstract number. The number of the abstract in a serial entered in subfield 2 may be entered here.

4 Language of abstract. This subfield may be used to enter a fixed-length code indicating the language of the abstract entered in subfield 1. A set of codes to be used is found in Appendix B.

Field A44 is optional and may be used in records at all bibliographic levels. It may be repeated if it is required to record two or more different abstracts for the same document, for example, the same abstract in more than one language or different types of abstract.

3. Example

The abstract "Considers the feasibility of a study which might be used to investigate some of the economic implications...ended" is taken from Information Science Abstracts (ISSN 0020-0239), volume 13, part 4, and its number is 78-8998.

Contents of field A44:

```
00@1Considersb̸theb̸feasibilityb̸...b̸ended@2Informationb̸Scienceb̸Abstractsb̸
13(4)b̸ISSNb̸0020-0239@378-8998
```

<u>N.B</u>.: For the purpose of the example, the abstract has been abbreviated.

A45: NUMBER OF REFERENCES

1. Field definition

Tag: A45
Indicators: 00
Subfield: 0: Number of references (variable length, numeric only)
Repeatable: No

2. Data description

Field A45 is used to enter the number of references cited in the document to which the bibliographic record refers.

Subfield 0 should contain an arabic number, and nothing else.

Field A45 is an optional data element. It may be used in records at all bibliographic levels.

3. Example

"27 references"

Contents of field A45: 00@027

A46: 'SUMMARY ONLY' NOTE

1. Field definition

Tag:	A46
Indicators:	00
Subfield:	0: 'Summary only' note
Repeatable:	No

2. Data description

Field A46 is provided in order to enter the information that the original document referred to in the bibliographic record is itself only a summary, and not the full text (as is often the case, for example, with conference proceedings).

The presence of field A46 provides an indication to the computer system that the document being recorded falls into this category.

The content of field A46 may be defined by the user system, either as a code or as a free-form note in a language appropriate to the database.

This field is mandatory whenever the document described is a summary of another work.

A47: CITATION NUMBER

1. Field definition

Tag: A47
Indicators: 00
Subfield: 0: Citation number of entry
Repeatable: Yes: if a service gives more than one number to the same document the numbers may be entered in repeated fields.

2. Data description

Field A47 is provided in order for a service to enter the number relating to the citation of the document being catalogued within the printed publications of an A & I service. This may be called the abstract number, record number or bibliography number. If the service for any reason gives more than one number to the same document to which the record refers, then the field may be repeated. This field is optional.

3. Example

Record number: 79-2154A

Contents of field A47:
00@079-2154A

A51: COUNTRY OF PUBLICATION CODE

1. Field definition

Tag: A51
Indicators: Position 1: may be used to link the country of publication with publisher in field A25 when more than one publisher is cited.
Position 2: 0
Subfield: 0: Country code
Repeatable: Yes, if the document was published in more than one country

2. Data description

Field A51 is used to enter a code representing the country in which the document being recorded was published or issued (in the case of material which is not formally published). The codes used should be the two-character alphabetic codes of ISO 3166: Codes for the representation of names of countries (see Appendix A). This field is mandatory for all documents whether formally published or not.

If an item is published in more than one country the field should be repeated. Optionally each field A51 may be linked to the publisher or publishers in the country represented by the code, by setting indicator position 1 of the corresponding fields A25 and A51 to the same value.

3. Example

A document is published in Hungary (code HU).

Contents of field A51: 00@0HU

A52: SECONDARY SOURCE CITATION

1. Field definition

Tag: A52
Indicators: 00
Subfields: 0: Title of source
1: ISSN
2: CODEN
3: Volume Identification Data
4: Issue Identification Data
5: Pagination
6: Publication Date
7: Temporary Citation Identification
8: Permanent Citation Identification
9: Primary Subject Classification Data
A: Secondary Subject Classification Data
Repeatable: No.

2. Data description

Field A52 is used to enter the bibliographic citation to the secondary publication or service source from which the bibliographic record is copied. The field is divided into ten subfields. The contents of the subfields should be entered according to the rules prescribed in the Reference Manual.

This field should not be used when the record is copied direct from a machine-readable medium produced by another secondary service. In that case field A69 should be completed.

Field A52 has been incorporated into the Reference Manual to cater for the possibility that bibliographic records may become the subject of national and/or international copyright legislation. From this point of view it is important that field A52 be entered by the copying secondary information service as a mandatory data element and that the information contained in subfields 0, 1, 3, 4, 6 and 7 or 8 be included if the record is reproduced in a printed publication.

Subfields

0 Title of source. Any title of the kinds that can be entered in field A03 may be entered here.

1 ISSN. The ISSN should be entered according to the provisions of field A01, i.e. without any spaces or hyphens.

2 CODEN. The CODEN should be entered according to the provisions of field A02. This is an optional subfield if the ISSN has been entered in subfield 1.

3 Volume identification data. The volume number without caption or, in lieu of a volume number, a year number may be entered here. This subfield is the equivalent of field A05.

4 Issue identification data. The issue number without caption may be entered here. This subfield is the equivalent of field A06.

5 Pagination. The number of the first or only page containing the reference may be entered here in the form of an Arabic numeral.

6 Publication date. The date of publication of the source. If volume and issue identification data are sufficient to identify the appropriate part then year alone will suffice, otherwise a full date is recommended. The form of the date is left to the individual organization as this is not a search field, but the ISO form is preferred (see field A21).

7 Temporary citation identification. This subfield is provided to enter a number or other identification allocated by the original producer to the citation on a temporary basis.

8 Permanent citation identification. This subfield is provided to enter the permanent identification number or other identification allocated by the original producer to the citation.

9 Primary subject classification data. This subfield is provided to enter primary subject classification data found in the secondary source.

A Secondary subject classification data. This subfield is provided to enter secondary subject classification data found in the secondary source.

3. Examples

Example 1

Chemical Abstracts, Volume 88, Issue 8, February 10, 1978, page 173. Abstract 88:53498s, Section 55 - Ferrous Metals.

Contents of field A52:

```
    00@0ChemicalƀAbstracts@100092258@2CHABA8@388@48@5173@6197802l0
    @888:53498s@955
```

Example 2

Chemical Industry Notes, Volume 7, Number 15, March 13, 1978, page 1, Extract 13147X, (Section) A - Production.

Contents of field A52:

```
    00@0ChemicalƀIndustryƀNotes@10045639X@2CINTAW@37@415@51
    @61978031 3@813147X@9A
```

A69: SOURCE DATA BASE

1. Field definition

Tag: A69
Indicators: 00
Subfields: 1: Date record added to data base
2: Standard data base number (optional)
3: Standard data base name (optional)
4: Non-standard data base name (optional)
5: Abbreviated data base name (optional)
6: Acronym/short name of data base (optional)
7: Record identifier
Repeatable: No

2. Data description

Field A69 is used to establish the original creator of a machine-readable record. It has been included in the Reference Manual to cater for the possibility that bibliographic records may become the subject of national and/or international copyright legislation. From this point of view it is essential that field A69 be entered by the originating data base in the first instance and be copied as a mandatory data element by each data base which copies the record instead of providing its own description direct from the bibliographic item. It should be assumed that the information in field A69 will also appear in the printed products of machine-readable data bases. This would obviate the need for field A52: SECONDARY SOURCE CITATION, which is to be entered when a record is copied from a printed source. However, since there is as yet no copyright legislation on bibliographic records and the use of field A69 by the originating data bases cannot be taken for granted in all cases, both A69 and A52 are retained in the Reference Manual for the time being.

The identification of the source data base in one form or another (subfields 2-6), the identifier of the record within that data base (subfield 7), and the date of incorporation into the data base (subfield 1) are mandatory data elements within field A69.

When a data base which itself is not the originator of the record copies it and the originator has not entered field A69, the copying data base should add field A69 in accordance with the Reference Manual specifications. In that case the date to be entered in subfield 1 should be either: (a) the date the record was entered into the data base of the originator, if known, or (b) the date the record was entered into the data base of the copying information service.

Subfields

1 Date record added to data base. The date should be entered in ISO standard format YYYYMMDD. This subfield is mandatory.

2 Standard data base number. The standard data base number of the source data base which created the record is entered in subfield 2. This subfield will not be used until a system of Standard Data Base Numbers is established.

3 Standard data base name. Subfield 3 is used for entering the name of the source data base. The standard data base name should be entered if available. This subfield will not be used until a system of Standard Data Base Names is established.

4 Non-standard data base name. Subfield 4 is used for entering the name of the source data base if the standard form of the name is not available. It should be entered according to the official form by which the data base is known.

5 Abbreviated data base name. Subfield 5 is used for an abbreviated form of the name of the source data base.

6 Acronym/short name of the data base. Subfield 6 is used for an acronym or short name of the source data base.

7 Record identifier. Subfield 7 should contain the record identifier as it exists in the source data base. This must be unique for each record. If this is not the case it should be made unique by adding the year in which the record was originally created. This subfield is mandatory.

Although each of subfields 2 to 6 is optional, the presence of at least one of these subfields is mandatory.

Automatic generation of field

Since the required subfield information is normally in the record or is standard for the data base, it will be possible to generate the data for each record by computer program rather than having to enter it at the manual input stage.

3. Example

Date record added to the data base: November 20, 1979
Standard data base name: COMPENDEX (postulated)
Record identifier: 77-083083

Contents of field A69:

```
00@119791120@3COMPENDEX@777-083083
```

A70: BIBLIOGRAPHY NOTE

1. Field definition

Tag: A70
Indicators: 00
Subfield: 0: Pagination of bibliography
Repeatable: No.

2. Data description

Field A70 is used if the work contains a bibliography. The page number(s) of the bibliography should be entered in subfield 0. If there is more than one bibliography in the work, e.g. one after each chapter, the relevant page numbers should be entered, separated by a comma and a space. This field is optional.

3. Examples

Example 1

The work contains a bibliography on page 194

Contents of field A70:
00@0194

Example 2

The work contains a bibliography on pages 87 - 92:

Contents of field A70:
00@087-92

Example 3

The work contains a bibliography on page 87, on pages 102-103 and on pages 151-155.

Contents of field A70:
00@087,b̸102-103,b̸151-155

A72: CONTRACT OR GRANT NUMBER

1. Field definition

Tag: A72
Indicators: 00
Subfield: 0: Contract or grant number
Repeatable: Yes: if the report carries more than one contract or grant number.

2. Data description

Field A72 is used to enter a contract or grant number relating to a research project or other work that has been done. This field is not used to enter a report number which should be entered in field A39.

The contract or grant number may be entered, if known, even if it does not appear on the document. If the work concerned in the report was due under more than one contract or grant the field should be repeated and the contract or grant numbers entered in separate fields.

Field A72 may be used in records at any level. It is optional at all levels.

3. Example

"Contract number 81/865-C"

Contents of field A72:
00@081/865-C

A80: TARGET AUDIENCE CODE

1. Field definition

Tag:	A80
Indicators:	00
Subfields:	1: Target audience code 2: System name
Repeatable:	Yes, if a document is aimed at more than one audience

2. Data description

Field A80 is used to record the target audience or intellectual level of the item. Until an international standard target audience code exists, users of the RM are free to devise their own codes to denote the target audience of items being recorded.

Subfields

The subfields should be used in the following way:

1 Target audience code. The code itself is to be entered here as prescribed by the system of codes entered in subfield 2.

2 System name. The name of the system of codes used should be entered here. Abbreviations may be used. If the IFLA International Target Audience Code is used it should be abbreviated to ITAC.

If it is desired to enter more than one code, the field should be repeated.

3. Examples

These examples use the codes in International Federation of Library Associations and Institutions. International Target Audience Code (ITAC): a proposal and report on its development and testing. London, IFLA International Office for UBC, 1977 (IFLA International Office for UBC. Occasional papers, no. 1).

Example 1

The item is intended for postgraduate research students (code p)

Contents of field A80:
00@1p@2ITAC

Example 2

The item is intended to be a school text for ages 5-11 (code c) and ages 11-16 (code g)

Contents of field A80 (repeated):
00@1c@2ITAC
00@1g@2ITAC

A90: RELATED RECORD

1. Field definition

Tag: A90
Indicators: 00
Subfields: 1: Relationship code
2: Record number
Repeatable: Yes: field A90 is repeatable for each different kind of relationship

2. Data description

Field A90 is used to enter the record number of a record related to the one being entered, along with a code indicating the type of relationship. This record number should be the same as the number in field 001 of the related record. Each related record and its code should be entered in a separate A90 field.

This field consists of two subfields which should be used as follows:

1 Relationship code. This subfield is used to enter a code denoting the relationship between the record, the record number of which is entered in subfield 2, and the item being described. The codes are found below in section 4.

2 Record number. This subfield is used to enter the record number of the related record; the relationship of this record to the record being entered has been denoted by a code in subfield 1.

3. Examples

Example 1

The document being recorded is an English translation of a document in Russian, record number 16034. The code for original of a translation is 006.

Contents of field A90: 00@1006@216034

Example 2

The document being recorded has two supplements, record numbers 12345 and 67890. The code for supplement is 003.

Contents of repeated fields A90:
00@1003@212345
00@1003@267890

Example 3

The document being recorded is one of a series of articles occurring from time to time in issues of a particular journal. The record number of the previous article is 8421; the code for previous member of a series is 011.

Contents of field A90: 00@1011@28421

4. Codes for relationships

The names attached to the codes refer to the status of the item the number of which is recorded in subfield 2 of the field, and not to the item being described in the main body of the record.

001 Series at a higher level

The document being recorded in the main body of the record is a subseries of a series, the record number of which should be entered in subfield 2.

002 Subseries

The document being recorded in the main body of the record is a series. The record number of any subseries should be entered in subfield 2.

003 Supplement

The document being described in the main body of the record is the parent of a supplement. The document, the number of which is recorded in subfield 2, is a supplement.

004 Parent of supplement

The document being described in the main body of the record is a supplement; the record number of its parent is entered in subfield 2.

005 Translation

The document being described in the main body of the record has one or more translations. The record number of each translation should be recorded in subfield 2, each one in a separate field.

006 Original of a translation

The document being described in the main body of the record is a translation. The record number of the original from which it was translated is recorded in subfield 2.

007 Other language edition

The document being described in the main body of the record is the 'parent' of one or more other language editions. 'Other language edition' is defined as an item which has a parent document in a different language but is not a cover-to-cover translation, for example an English news magazine which contains many articles translated from the French 'parent' journal but which also contains original articles not found in the parent. The record number of each other language edition should be entered in subfield 2.

008 Parent of other language edition

The document being described in the main body of the record is an 'other language edition', (for definition see code 007). The record number of the parent document is entered in subfield 2.

009 Edition in another format or medium

The document being described in the main body of the record has been produced in another format or medium (e.g. Braille or microform). The record number of the document produced in the new medium is entered in subfield 2.

010 Original format or medium of a re-edition/reproduction

The document being described in the main body of the record originated in another format or medium. the record number of the original document is entered in subfield 2.

011 Previous member of series

The document being described in the main body of the record is one of a series. The record number of the previous member of the series should be entered in subfield 2. This code may be used to record links between members of a series at any level, for example a series of articles appearing in separate issues of journals or even in different journals, or monographs in a series.

012 Following member of series

The document being described in the main body of the record is one of a series. The record number of the following member of the series should be entered in subfield 2.

013 Earlier title (serial)

The serial being described in the main body of the record has an earlier title which was changed. The record number relating to the earlier title should be entered in subfield 2.

014 Later title (serial)

The serial being described in the main body of the record later changed its title. The record number relating to the later title should be entered in subfield 2.

A99: ANCILLARY DATA

1. Field definition

Tag: A99
Indicators. 00
Subfield : 0: Ancillary data
Repeatable: Yes

2. Data description

Field A99 is provided as a special 'notes' field to make it possible to enter any ancillary data required in the bibliographic record which meet both the following criteria:

(a) The data cannot appropriately be entered in any of the fields defined in the Reference Manual, or in a 'notes' subfield associated with a particular field.
(b) The data are not such as to justify the definition of additional specific fields as part of a local implementation format; i.e. they are relatively informal in nature, or of highly infrequent occurrence.

It must be stressed that, although field A99 has been provided to meet the possibility of an occasional need for the inclusion of ancillary data in free form, its use is recommended only as a last resort. Where an individual service regularly needs to include data elements which are outside the scope of the Reference Manual, it is recommended that separately tagged 'local' fields should be defined for this purpose.

Field A99 may be entered in completely free form, and may be repeated if required. It may be used in records at all bibliographic levels.

3. Examples

Example 1

Book is based on "Der Westdeutsche Markt in Zahlen" published by Metra Divo, Frankfurt

Contents of field A99:

```
00@0Bookƀisƀbasedƀonƀ"DerƀWestdeutscheƀMarktƀinƀZahlen"ƀpublished
ƀbyƀMetraƀDivo,ƀFrankfurt
```

Example 2

A note in an introduction states "The result of a cooperative research project at Southern Illinois University"

Contents of field A99:

```
00@0TheƀresultƀofƀaƀcooperativeƀresearchƀprojectƀatSouthernƀIllinoisƀ
University
```

B01: BROAD SYSTEM OF ORDERING CODE

1. Field definition

Tag: B01
Indicators: 00
Subfield: 0: Broad system of ordering code
Repeatable: Yes, if it is required to apply more than one code to a document.

2. Data description

Field B01 is used to enter the FID/Unesco Broad System of Ordering Code. These codes can be found in BSO: Broad System of Ordering Schedule and Index. 3rd revision. The Hague, FID; Paris, Unesco, 1978. The code should be entered in subfield 0 in the form prescribed in the above publication.

3. Example

The subject is "satellite studies of solar phenomena"
The notation is 252,72,28

Contents of field B01:
00@0252,72,28

B02: DEWEY DECIMAL CLASSIFICATION NUMBER

1. Field definition

Tag: B02
Indicators: 00
Subfields: 1: Dewey Decimal Classification Number
2: Edition of Dewey Decimal Classification (optional)
Repeatable: Yes, if it is desired to allocate two or more separate classification numbers to the document being recorded.

2. Data description

Field B02 is used to record the Dewey Decimal Classification Number. These numbers can be found in the Dewey Decimal Classification and Relative Index devised by Melville Dewey. 19th ed. New York, Forest Press, 1978. There have been nineteen editions of Dewey and, in addition, there have been nine editions of an abridged version.

Subfields

The field is divided into two subfields:

1 This holds the complete number as constructed from the schedules.

2 This holds the number of the edition of the Dewey Decimal Classification scheme used. This should be stored as an arabic number followed by a space and "abr." (for abridged) where appropriate.

3. Examples

Example 1

Dams: technology: Yugoslavia is 627.09727 in the 9th abridged edition of the Dewey Decimal Classification.

Contents of field B02:
00@1627.09427@29ƀabr.

Example 2

Halley's Comet is 523.64 in the 16th ed. of the Dewey Decimal Classification.

Contents of field B02:
00@1523.64@216

B04: UNIVERSAL DECIMAL CLASSIFICATION NUMBER

1. Field definition

Tag: B04
Indicators: 00
Subfields: 1: UDC number
2: Edition details (optional)
Repeatable: Yes, if it is required to apply more than one class number to a document.

2. Data description

Field B04 is used to enter the Universal Decimal Classification number (UDC) relating to the document. It should be entered as prescribed in the UDC schedules. The editions of the UDC are authorized by the International Federation for Documentation (F.I.D.) and are available in a number of different languages from national standards organizations.

Subfields

1 This subfield is provided to hold the number as constructed from the schedules.

2 This subfield holds the number of the edition of the UDC from which the classification in subfield 1 has been taken.

3. Examples

A number constructed from the schedules of the 4th edition of UDC (in English) for "Machinery for harvesting oats in Great Britain in the 19th century" is 633.13-155 (410) "18". The 4th edition is abbreviated to 4.

Contents of field B04:

```
00@1633.13-155ƀ(410)ƀ"18"@24
```

B08: OTHER CLASSIFICATION SCHEME NUMBER

1. Field definition

Tag:	B08
Indicators:	00
Subfield:	1: Classification number 2: Name of classification scheme and edition
Repeatable:	Yes, if it is required to apply more than one classification number to a document.

2. Data description

Field B08 is provided for entering a classification number applied to the document according to a published classification scheme other than those provided in the Reference Manual with special fields, i.e. B.S.O., Dewey Decimal Classification and UDC. Local non-published classification scheme numbers should be entered in a local 'Z--' field. This field consists of two subfields:

1 Classification number

The number as found in the scheme's schedules is to be entered in subfield 1.

2 Classification scheme

The name of the classification scheme and the edition is entered in subfield 2. Parties to an exchange may agree on particular fields for locally defined schemes and for this purpose a 'Z--' field should be used.

B21: CONTROLLED INDEX TERM

1. Field definition

Tag: B21
Indicators: See below
Subfields: 0: Source
See also below
Repeatable: Yes

2. Data description

Field B21 is used to record codes, words or groups of words which describe the subject content of the document under conditions where at least the primary index term (code, word or phrase) is controlled by an authority list (e.g. a thesaurus or list of valid codes).

Subfields and indicators

The subfields other than subfield 0 and indicators in this field are left undefined and parties to an exchange should agree on defined subfields and indicators according to the requirements of their systems of index terms.

Subfield 0 should be used for the source of the index terms.

B22: UNCONTROLLED INDEX TERM

1. Field definition

Tag: B22
Indicators: See below
Subfields: 0: Source
See also below
Repeatable: Yes

2. Data description

Field B22 is used to record a word or a group of words which describes the subject content of the document but which is not controlled by or limited to a set of authorized words. These index terms are often referred to as keywords, keyword phrases, and identifiers.

Subfields and indicators

Other than subfield 0, the subfields and indicators in this field are left undefined and parties to an exchange should agree on defined subfields and indicators according to the requirements of their systems of index terms.

Subfield 0 should be used for the source of the index terms.

B30: TYPE OF BIBLIOGRAPHIC ENTITY

1. Field definition

Tag: B30
Indicators: 00
Subfields: 1: Type of bibliographic entity - code
2: Type of bibliographic entity - free form
Repeatable: Yes, if it is required to denote a document having characteristics of more than one type.

2. Data description

This field is used to denote the type of bibliographic entity to which the document being recorded belongs. The subfields are used as follows:-

1. Type of bibliographic entity - code

This subfield should be used to enter one of the codes found in section 4: Codes for types of bibliographic entity (see below). If an international standard set of bibliographic entity codes is formulated it will be included here. Until then only the codes defined in this manual should be used. If it is desired to indicate any types of bibliographic entity not covered by the list of codes, the names of the entities should be entered in free form in subfield 2.

2. Type of bibliographic entity - free form

This subfield should be used to record the type of bibliographic entity in free form.

Each individual code or entry in free form should be entered in a repeated field.

This field is used to record any type of bibliographic entity including, if desired, the code that is also entered in character position 6 of the record label.

3. Examples

Example 1

The document is a report. Code for report: R

Contents of field B30:
00@1R

Example 2

The document is a map. No code as yet is available.

Contents of field B30:

```
00@2Map
```

Codes for types of bibliographic entity

The following codes are permitted in subfield 1:

M	Monograph
S	Serial
R	Report
C	Conference document
P	Patent document
T	Thesis or dissertation

PART 3 : RECORD FORMAT AND RELATED SPECIFICATIONS

CHAPTER 3.1 : RECORD FORMAT

3.1.1 Record Format : general

The record format in this Manual is to be regarded as a specific implementation of the International Standard ISO 2709: Documentation - Format for bibliographic information interchange on magnetic tape.

The UNISIST/ICSU-AB Working Group on Bibliographic Descriptions has recommended the adoption of the record format specified in ISO 2709 with the objective of defining an implementation of this standard which would be suited to the needs of abstracting and indexing services, information centres and others. ISO 2709 is currently under revision. Suggested changes about which there was no controversy and which are, therefore, expected to be included in the revised standard upon official publication, have been taken into account in the current edition of the Reference Manual. It should be noted that the previous (1973) edition of ISO 2709 will remain a valid implementation of the revised version.

The record structure defined by ISO 2709 will be referred to hereafter as the "ISO bibliographic record".

The ISO bibliographic record is divided into three sections: a fixed length label (leader) occupying the first 24 characters or bytes, a variable length directory and data fields of variable length. Some aspects of the record structure are described below, but for full details the reader should consult ISO 2709. A diagrammatic representation of the record format is attached at the end of Chapter 3.1.

3.1.2 Record format: label or leader

The table below shows the contents of the fixed length label (or leader) at the beginning of each record, as specified in ISO 2709 and as applied in the Reference Manual implementation (an asterisk in the right hand column indicates exact correspondence with the ISO Standard):

Characters (or bytes)	ISO Standard	Reference Manual implementation
0 to 4	Record length	*
5	Record status character (e.g. new, deleting)	Record status character (see notes below; if not used, enter as zero)
6 to 9	Implementation codes	* Reserved for use in bibliographic records
10	Indicator length	Indicator length: minimum 2 bytes for Reference Manual exchange records, but additional indicator positions may be defined by agreement between parties to an exchange (see 3.1.4 below)
11	Identifier length	2 bytes (see 3.1.4 below)
12 to 16	Base address of data	*
17 to 19	For user systems	*
20, 21, 22	Directory map	*
23	For future use	*

Character position 5

indicates the status of a record by means of the following upper case alphabetic codes:

T CIP record

a "cataloguing-in-publication" record, i.e. an interim record in anticipation of a full record, based on pre-publication data supplied by publishers in agreement with national libraries in certain countries.

D Deleting record

deletes an entire record.

I Interim record

a provisional record, not an officially supplied CIP record, in anticipation of a definitive full record.

N New record

an entirely new full record.

P Replacement of CIP record

a definitive full record which replaces a CIP record.

R Replacement record

substitutes completely a previously issued record which is not a CIP record.

Character position 6

contains the following upper case alphabetic type of bibliographic entity codes:

M	Monograph
S	Serial
R	Report
C	Conference document
P	Patent document
T	Thesis or dissertation.

Any of the above codes may also be entered in field B30 (see Part 2). Whenever more than one code is relevant it is recommended to enter in the leader the code which is considered to be the more characteristic or important one.

See Chapter 1.2 for discussion of "type of bibliographic entity" and definitions.

Character positions 7 and 8

are reserved for future use, and should be entered as zero.

Character position 9

indicates the main (lowest, i.e. least inclusive) or only bibliographic level present in the record. The four bibliographic levels are represented by upper case alphabetical codes:

A	Analytic level
M	Monographic level
C	Collective level
S	Serial level

See Chapter 1.3 for discussion of the concept of bibliographic level and definitions.

3.1.3 Record format: directory

The directory is a table containing a variable number of fixed length entries, terminated by a field separator code (see 3.1.8).

Each entry corresponds to a specific data field (record identifier, reserved or bibliographic field) in the record, and is divided into four parts (elements):

(1) Tag element: a three character code identifying the content of the data field which corresponds to the directory entry.

(2) Length of datafield element: the number of characters or bytes occupied by the data field which corresponds to the directory entry, including indicators and field separator but excluding the record separator code if the data field is the last field in the record.

(3) Starting character position element: a decimal number giving the position of the first character of the data field which corresponds to the directory entry. The position is computed relative to the base address of the data fields part of the record (i.e. the starting character position of the first data field following the directory), which is zero.

(4) Implementation-defined part element: the implementation-defined part of each directory entry is a new but optional additional element introduced in the revised ISO 2709. Its content is not defined in the standard. In anticipation of possible international guidelines on the use of this fourth element, its use within the Reference Manual context is left optional and undefined.

The length of the directory entries is controlled in character positions 20-22, which, with character position 23 (reserved for future use and hence to be zero filled), make up the directory map. Position 20 determines the length of the "length of data field" element in the directory entry, position 21 determines the number of character positions allocated to hold the starting character position part and position 22 indicates the length of the implementation-defined part. If the latter is not used, position 22 is set to zero.

No part of the directory entry may exceed nine characters in length. Since the tag element is always three characters long, it follows that the maximum total length of any directory entry is thirty characters. However, the revised ISO 2709 also stipulates that "all entries in a directory have the same structure". Within the context of the Reference Manual this is interpreted to mean that, within records as well as within files, the respective lengths of each part of each directory entry and, consequently, the total length of each directory entry, have to be the same. Therefore, the contents of the parts other than that for the tag and the implementation-defined element will have to be right-justified with zero fill if necessary. Any character position not used in the implementation-defined part will have to be filled with blank or zero but right justification does not apply because the position of the numeric or alphabetic characters to be entered here will be ordered (first, second, etc) in relation to the category of information which is being coded. Obviously zero filling does not apply to the tag element because tags in the Reference Manual are always three-character alpha-numeric.

Where the length of a data field exceeds the largest number (N) which can be stored in the "length" part of the directory entry, two or more successive directory entries are assigned, and the field is treated as if it were divided into a series of parts of length N and a remainder part. Each directory entry referring to a field of this type contains the following elements:

(a) The tag which identifies the field, repeated in all entries.

(b) Length of data field = zero, except in the final directory entry, which contains the length of the remainder part of the data field.

(c) Starting character position of the part to which the directory entry refers.

(d) Length of implementation-defined part = zero, except in the final directory entry, which contains the actual length (contents) of this part if used.

3.1.4 Record format: data fields

In the Reference Manual implementation of the ISO bibliographic record format, a data field is defined as consisting of:

(a) indicators;
(b) one or more subfields preceded by their subfield identifiers;
(c) a field separator (see introduction to Part 2, page 2.0.1, and 3.1.8 below).

The number of indicators may be varied by individual users to meet their own system requirements. However, the first two positions are reserved for use as defined for each data field in Part 2 of the Reference Manual. Consequently, the minimum length of the indicator in a Reference Manual exchange record is "2", and the reserved indicator positions should not be used for any other purposes. The indicator length is shown in character position 10 of the record leader.

A subfield consists of a subfield identifier followed by a data string, which is delimited by either another subfield identifier or a field separator. A subfield identifier, in Reference Manual exchange records, consists of a subfield identifier flag (see introduction to Part 2, page 2.0.1 and 3.1.8 below) followed by one other character, a decimal digit or upper case letter. In Part 2 of the Reference Manual the subfield identifier flag is represented by the symbol "@". The subfield identifier "@N" is reserved for "Notes" subfields.

It will be observed that the Reference Manual implementation of the ISO bibliographic record format uses only "type 4" fields of the four "bibliographic field alternatives" shown in the figure at the end of the standard. An appropriate adaptation of the ISO diagram is given on page 3.1.14.

3.1.5 Record format: tagging scheme

The ISO bibliographic record format prescribes three-character tags. Early versions of the standard have insisted that tags should be numeric, and this has been the most common implementation practice; however, the revised standard allows for alphabetic and alpha-numeric tags as well.

Additionally, ISO 2709 assigns special significance to certain groups of tags as specified below:

Tag 001: record identifier data field. In the Reference Manual implementation the content of this field is not defined, since the record identifier will vary from one user system to another. The principle of reserving tag 001 for an identifier is to be followed; its actual use is regarded as a matter for agreement between parties to an exchange.

Tags 002-009: reserved data fields. These are conventionally used to store groups of fixed length data elements which may be required for the processing of the record. Reserved data fields do not carry indicators or subfield identifiers. The use of reserved data fields is not excluded in the Reference Manual, but is left undefined. All data elements treated in the Reference Manual are deliberately regarded as variable length, or potentially variable length. In this connection it should be noted that ISO 2709 does not prescribe that data elements in the reserved fields should be fixed length.

Tag assignments in the Manual have been made arbitrarily from base A00. It was felt that the allocation of specific tag representations should be unstructured and non-hierarchical, to be consistent with modern "table-oriented" programming methods. This has two benefits: maximum flexibility of assignment, and effectiveness of table-oriented programme design. An intellectual structuring of groups of tags assigned to "related" data elements may be useful for some purposes, but this structuring should be reflected in the contents of the tables used to interpret the tags, not in the tag representations themselves. The usefulness of such intellectual groupings is solely for input or output, not for exchange between machine systems.

The present revision deviates slightly from this general principle to the extent that a block of "B" tags for subject description has been created and future extensions to the Reference Manual may also use tags that start with characters other than "A". However, the purpose of this departure from the original principle is solely convenience of the updating and maintenance work.

In any event, parties to an exchange are free to allocate tag representations and groups or blocks of tags as they wish, within their internal formats, but, if different, these local tag notations should be converted to Reference Manual notations on their exchange tapes. In addition it is strongly recommended that tags are listed in the directory in ascending alphanumerical order, although this recommendaton does not apply to the sequence of the fields in the record.

Furthermore, users may need fields which are not present in the Reference Manual. Such local fields should be allocated tag notations within the range Z01-Z99.

3.1.6 Linking of records and sub-records within records

Certain situations may arise in which it is desirable, for bibliographic reasons, to treat a record as including one or more sub-records. For example, if a paper is a translation of an item which has been published elsewhere, it may be necessary to include a citation of the original source as a sub-record within the main record referring to the translation. In general, this situation will arise whenever reference must be made in a bibliographic record to one or more related documents, or where it is necessary to describe a work at more than one bibliographic level.

A number of techniques are known to be used for dealing with this type of problem:

(a) Use of a "notes" field. Sometimes information regarding related items is entered in free form as part of a notes field. This is often done when this information is required solely for display, and need not be processed in a structured way. This approach, however, is useless from the point of view of computer processing. Consequently, users of the reference Manual are recommended not to avail themselves of this procedure except in the limited case mentioned above and, even then, only as a procedure supplementary to that recommended in all cases, i.e. cross-referencing between separate records. This is because information that is only required for display by one system may well need to be further processed by an exchange partner.

(b) Cross-referencing between records. In some circumstances the related items may be entered as separate bibliographic records, with pointers in each direction and an indication of the nature of the relationship between them. This is the solution adopted in the Reference Manual, which consists of creating a repeatable bibliographic field (A90) containing two subfields: one indicating the nature of the relationship and the other the identification number of the related record. The field is to be repeated for each different type of relationship and for each different record to which the relationship applies. Since this method presupposes that all related records are present in the same data base, there should be no problem with any desired computer manipulation.

(c) "Nesting" or "embedding" of sub-records. One or more sub-records, using the same data elements as the main record, may be "nested" within a linking field of the latter. This precludes direct access from the directory to the fields contained in the sub-record(s). Because of this limitation the Reference Manual recommends against use of this technique. Methods to overcome the lack of access from the directory, i.e. linking by means of incorporating a sub-directory in the linking field or a subrecord directory in the reserved field 002 of the main record have been developed. Use of the 002 field for this purpose was

> referred to in the 1973 edition of ISO 2709 but has not been retained in the revised version to be published in 1981. In any event, the Reference Manual does not cater for these solutions either because they are complex and are likely to be superseded by linking methods being discussed at the international level.

Summarizing the present section it may be concluded that, for the time being, the Reference Manual embodies only one linking technique, i.e. cross-referencing between separate records, possibly to be supplemented by a note in free form in field "A99: Ancillary Data". Admittedly this precludes linking self-contained sub-records within composite main records (e.g. citation of an original work and its translation in one record) in a machine-readable file, but it does not prevent computer generated visual display of such composite records. This relatively simple linking method has been preferred because, at the time of writing, the deliberations on linking techniques for separate records and sub-records within records under the auspices of the Unesco Ad Hoc Group on the Establishment of a Common Communication Format were still at an inconclusive stage.

3.1.7 Physical tape standards

It should be noted that the assumption is made throughout Part 3 of the Reference Manual that the basic medium for exchange will be nine-track, half-inch magnetic tape recorded at 800 bpi in NRZI mode in an industry-compatible form, complying where applicable with relevant ISO standards. However, in recognition of recent technical developments in relation to formats of commercially available tapes, parties to an exchange are left free to agree on the use of nine-track tape recorded in other modes or at other packing densities.

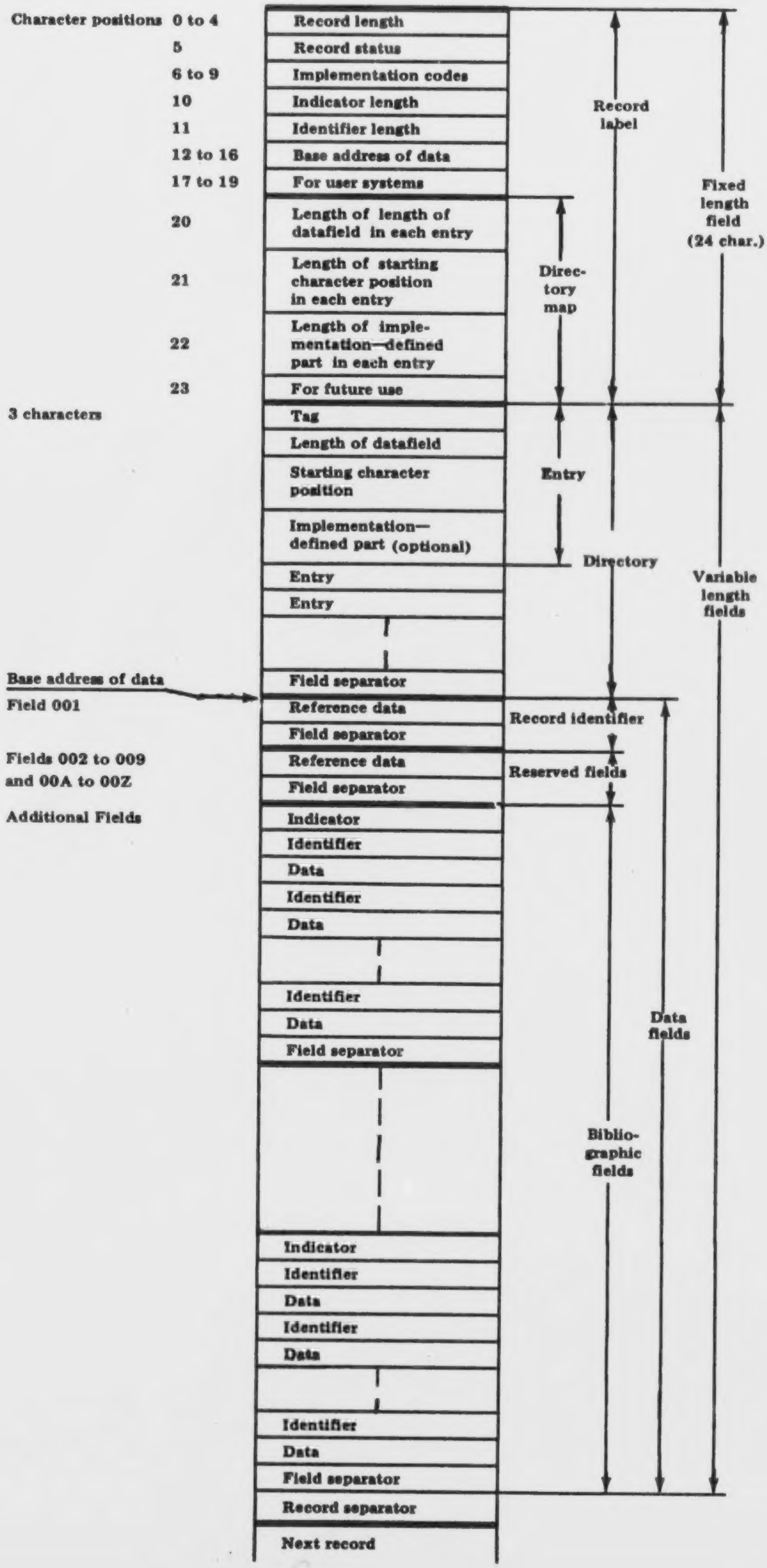
In passing it may be observed that the essential principles and specifications of the Reference Manual are considered to be valid for other physical formats or media, e.g. paper tape, magnetic cassettes, on-line transmission, etc.

3.1.8 Standard separators

The following standard separators or delimiters are used in the ISO bibliographic record format (ISO 2709) and therefore in the Reference Manual exchange format:

Record separator (terminates a complete bibliographic record)	IS_3	(see Table 1 in Chapter 3.2)
Field separator (terminates a complete data field)	IS_2	"
Subfield identifier flag (introduces a subfield identifier)	IS_1	"

DIAGRAMMATIC REPRESENTATION OF THE REFERENCE MANUAL RECORD STRUCTURE



CHAPTER 3.2: REPRESENTATION OF CHARACTER SETS

A character set for use in bibliographic information exchange recommended in conjunction with the Reference Manual is that represented in Table 1 on page 3.2.2. This is a valid implementation of the international standard ISO 646. It should be noted that other implementations are possible under the standard but this requires explicit agreement between partners to an exchange. In the absence of any such agreement, users of the Reference Manual are assumed to use the character set given in Table 1 on their exchange tapes.

If more characters and signs than the 128 which can be represented following the conventions of ISO 646 are needed, the code extension techniques described in ISO 2022 are to be applied. Correct implementation of the character sets referred to requires consultation of the full text of these ISO standards which are available from national standardization institutions or direct from ISO Central Secretariat, P O Box 56, Geneva 20, Switzerland.

On page 3.2.4 the USSR GOST character set intended for users of the Cyrillic alphabet is represented in Table 2.

TABLE 1: ISO CHARACTER SET ⑤

				b7	0	0	0	0	1	1	1	1
				b6	0	0	1	1	0	0	1	1
				b5	0	1	0	1	0	1	0	1
b4	b3	b2	b1	column / row	0	1	2	3	4	5	6	7
0	0	0	0	0	NUL	TC$_7$ (DLE)	SP	0	@	P	` ②	p
0	0	0	1	1	TC$_1$ (SOH)	DC$_1$	!	1	A	Q	a	q
0	0	1	0	2	TC$_2$ (STX)	DC$_2$	" ①	2	B	R	b	r
0	0	1	1	3	TC$_3$ (ETX)	DC$_3$	£	3	C	S	c	s
0	1	0	0	4	TC$_4$ (EOT)	DC$_4$	$	4	D	T	d	t
0	1	0	1	5	TC$_5$ (ENQ)	TC$_8$ (NAK)	%	5	E	U	e	u
0	1	1	0	6	TC$_6$ (ACK)	TC$_9$ (SYN)	&	6	F	V	f	v
0	1	1	1	7	BEL	TC$_{10}$ (ETB)	' ①	7	G	W	g	w
1	0	0	0	8	FE$_0$ (BS)	CAN	(	8	H	X	h	x
1	0	0	1	9	FE$_1$ (HT)	EM	)	9	I	Y	i	y
1	0	1	0	10	FE$_2$ (LF)	SUB	*	:	J	Z	j	z
1	0	1	1	11	FE$_3$ (VT)	ESC	+	;	K	[	k	③
1	1	0	0	12	FE$_4$ (FF)	IS$_4$ (FS)	, ①	<	L	③	l	③
1	1	0	1	13	FE$_5$ (CR)	IS$_3$ (GS)	–	=	M	]	m	③
1	1	1	0	14	SO	IS$_2$ (RS)	.	>	N	^ ①	n	‾ ④
1	1	1	1	15	SI	IS$_1$ (US)	/	?	O	_	o	DEL

NOTES TO TABLE 1: ISO CHARACTER SET

(1) The graphic characters in positions 2/2, 2/7, 2/12 and 5/14 have respectively the significance of quotation mark, apostrophe, comma and upward arrow head; however, these characters take on the significance of the diacritical signs diaeresis, acute accent, cedilla and circumflex accent when they are preceded or followed by the backspace character in position 0/8.

(2) The symbol in position 6/0 represents grave accent.

(3) Positions 5/12, 7/11, 7/12 and 7/13 are reserved exclusively for specific characters to be explicitly agreed between partners to a particular exchange. These positions are primarily intended for alphabet extensions. If they are not required for that purpose, they may be used for symbols.

(4) Position 7/14 is used for the graphic character overline, the graphic representation of which may vary to represent the tilde or another diacritical sign provided that there is no risk of confusion with another graphic character included in the table.

(5) In the table the columns and rows are identified by numbers written in binary and decimal notations.

Within any one character the bits are identified by b_7, b_6...........b_1, where b_7 is the highest order, or most significant bit, and b_1 is the lowest order, or least significant bit.

Any one position in the table may be identified either by its bit pattern, or by its column and row numbers. For instance, the position containing the digit 1 may be identified:

- by its bit pattern in order of decreasing significance, i.e. 0110001;
- by its column and row numbers, i.e. 3/1.

TABLE 2: GOST CHARACTER SET

	0	1	2	3	4	5	6	7
0	ПУС	АР1	Пробел	0	ю	п	Ю	П
1	НЗ	(СУ1)	!	1	а	я	А	Я
2	НТ	(СУ2)	"	2	б	р	Б	Р
3	КТ	(СУ3)	#	3	ц	с	Ц	С
4	КП	СТП	¤	4	д	т	Д	Т
5	КТМ	НЕТ	%	5	е	у	Е	У
6	ДА	СИН	&	6	ф	ж	Ф	Ж
7	ЗВ	КБ	'	7	г	в	Г	В
8	ВШ	АН	(	8	х	ь	Х	Ь
9	ГТ	КН	)	9	и	ы	И	Ы
10	ПС	ЗМ	*	:	й	з	Й	З
11	ВТ	АР2	+	;	к	ш	К	Ш
12	ПФ	РФ	,	<	л	э	Л	Э
13	ВК	РГ	–	=	м	щ	М	Щ
14	ВЫХ	РЗ	.	>	н	ч	Н	Ч
15	ВХ	РЭ	/	?	о	ъ	О	ЗБ

PART 4: EXAMPLES OF COMPLETE BIBLIOGRAPHIC RECORDS

This part consists of complete examples for the different combination of levels and each type of bibliographic entity.

Each example consists of the following:

- a citation as it might appear in an abstracting journal, printed bibliography, etc., in a format compatible with ISO 690-1975 Documentation - Bibliographical references - Essential and supplementary elements;
- reproduction of the title page and other parts from the document being recorded;
- implementation codes entered in the label (leader) part of the record to identify type of bibliographic entity and bibliographic level;
- data fieldsrequired for the bibliographic description.

Throughout the examples, fields which are not essential are marked with an asterisk.

The conventions followed in these examples are the same as in the examples in Part 2. On the tape the tags are held in the directory apart from the data, but for the purposes of illustration in the example each tag immediately precedes its data. Abstracts have been shortened in the examples to save space. At the beginning of each example the implementation codes are given. Field 001 is also omitted from the examples.

Example 3 is repeated as Example 12 in the form of a representation of how the data are arranged on tape.

Example 1

SERIAL ARTICLE (A/S)

Mavaddat, F. and Parhami, B. (Department of Mathematics and Computer Science, Arya-Mehr University of Technology, Tehran, Iran). A data structure for family relations. Computer Journal, 22(2). May 1979. ISSN 0010-4620, pp. 110-113.

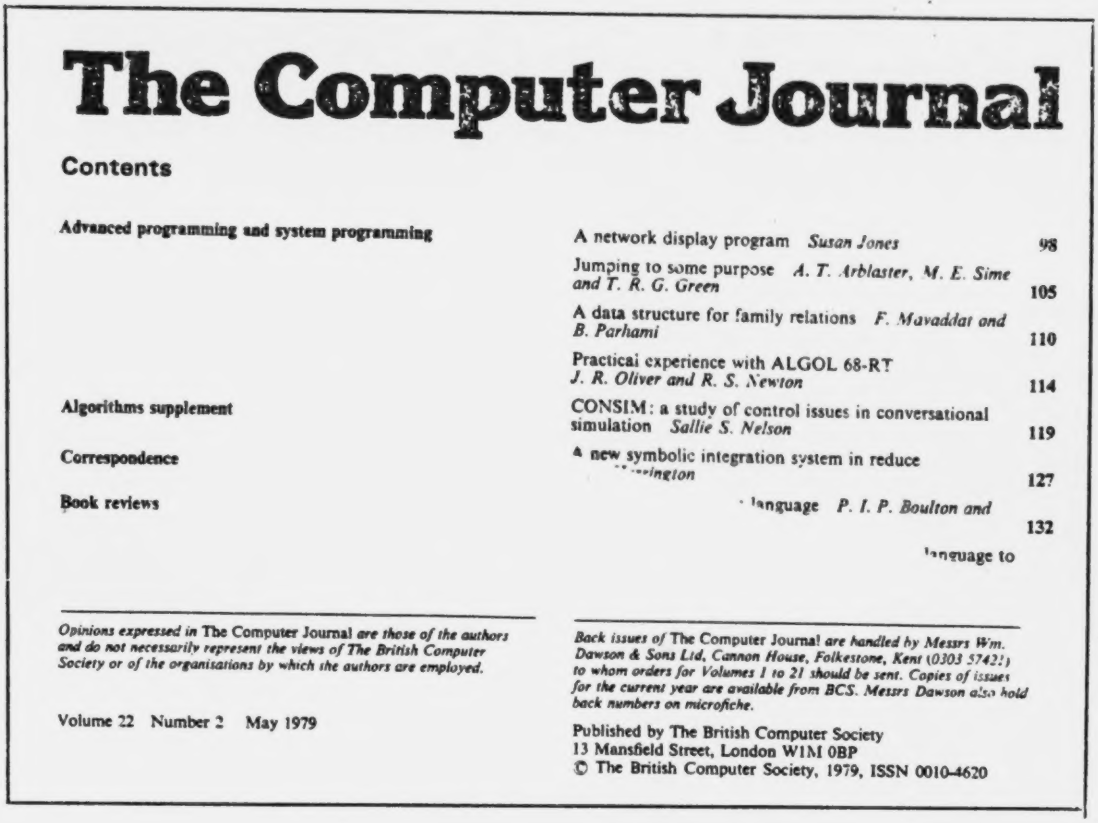
Abstract:- A data structure is proposed which enables efficient determination of family relations of common interest with the minimum amount of information on each individual.

Implementation codes

Character position 6: Type of bibliographic entity: S
Character position 9: Bibliographic level: A

Data fields

A01	00@00010-4620	ISSN
A03	05@1ComputerƀJournal	Title of serial (Key title)
A05	00@222	Volume number
A06	00@22	Part number
A08	01@1AƀdataƀstructureƀforƀfamilyƀrelationS	Title of analytic
A11	01@1Mavaddat,ƀF.	Author - analytic
A11	01@1Parhami,ƀB.	Author - analytic
A14	00@1Arya-MehrƀUniversityƀofƀTechnology+DepartmentƀofƀMathematicsƀandƀComputerƀScience@2Tehran@3IR	Affiliation - analytic
A20	00@1110-113	Pagination - article
A21	00@119790500	Date of publication
*A22	03@119770600	Date received by journal
A23	00@0ENG	Language of document (coded)
*A44	00@1Aƀdataƀstructureƀisƀproposedƀwhichƀenablesƀefficientƀdeterminationƀofƀfamilyƀrelationsƀofƀcommonƀinterestƀwithƀtheƀminimumƀamountƀofƀinformationƀonƀeachƀindividual	Abstract
A51	00@0GB	Country of publication code



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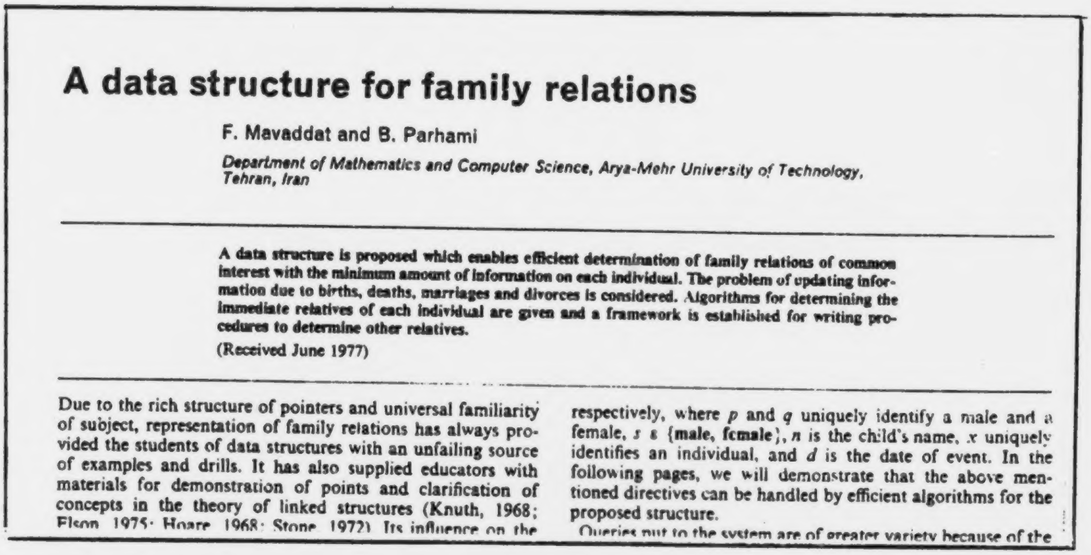


A data structure for family relations

F. Mavaddat and B. Parhami

Department of Mathematics and Computer Science, Arya-Mehr University of Technology, Tehran, Iran

A data structure is proposed which enables efficient determination of family relations of common interest with the minimum amount of information on each individual. The problem of updating information due to births, deaths, marriages and divorces is considered. Algorithms for determining the immediate relatives of each individual are given and a framework is established for writing procedures to determine other relatives.

(Received June 1977)

Due to the rich structure of pointers and universal familiarity of subject, representation of family relations has always provided the students of data structures with an unfailing source of examples and drills. It has also supplied educators with materials for demonstration of points and clarification of concepts in the theory of linked structures (Knuth, 1968; Elson, 1975; Hoare, 1968; Stone, 1972). Its influence on the

respectively, where p and q uniquely identify a male and a female, $s \in$ {**male, female**}, n is the child's name, x uniquely identifies an individual, and d is the date of event. In the following pages, we will demonstrate that the above mentioned directives can be handled by efficient algorithms for the proposed structure.

Queries put to the system are of greater variety because of the

Header of article being recorded

Example 2

CONTRIBUTION (CONFERENCE PAPER) IN A MONOGRAPH (CONFERENCE PROCEEDINGS) (A/M)

Buffet, P. (CNRS, Paris, France). Exchange of bibliographic data: problems raised by the carrier. In: Dierickx, H. and Hopkinson, A. (eds.). Towards a common bibliographic exchange format? Proceedings - International Symposium on Bibliographic Exchange Formats, Taormina, Sicily, 27-29 April 1978. Budapest, OMKDK-TECHNOINFORM. London, UNIBID, 1978. ISBN 963-592-149-7, pp.21-24.

The Symposium was organized by UNIBID in cooperation with ICSU-AB, IFLA and ISO and sponsored by Unesco.

Implementation codes

Character position 6: Type of bibliographic entity: C
Character position 9: Bibliographic level: A

Data fields

A08	01@1Exchangeb̸ofb̸bibliographicb̸data:b̸problemsb̸raisedb̸byb̸theb̸carrier	Title of analytic
A09	02@1Towardsb̸ab̸commonb̸bibliographicb̸exchangeb̸format?b̸Proceedingsb̸-b̸Internationalb̸Symposiumb̸onb̸Bibliographicb̸Exchangeb̸Formats	Title modified (shortened)-monograph
A11	01@1Buffetb̸P.	Author - analytic
*A12	02@1Dierickx,b̸H.	Editor - monograph
*A12	02@1Hopkinson,b̸A.	Editor - monograph
A14	00@1C.N.R.S.@2Paris@3FR	Affiliation - analytic
*A18	02@1UNISISTb̸Internationalb̸Centreb̸forb̸Bibliographicb̸Descriptions@4UNIBID	Corporate body - editor - monograph
A20	00@121-24	Pagination of analytic
A21	00@119780000	Date of publication
A23	00@0ENG	Language of text (coded)
A25	00@1UNIBID@2London	Publisher
A25	00@1OMKDK-TECHNOINFORM@2H-1428b̸Budapest,b̸P.O.b̸12b̸Reviczkyb̸u.b̸6	Publisher (including full address)
A26	00@0963-542-149-7	ISBN
*A29	00@1214	Collation - monograph
A30	00@1Internationalb̸Symposiumb̸onb̸Bibliographicb̸Exchangeb̸Formats	Name of meeting
A31	00@1Taormina.b̸Sicily@2IT	Place of meeting
A32	00@119780427-19780429@327-29b̸Aprilb̸1978	Date of meeting
A43	00@0Availableb̸onlyb̸fromb̸OMKDK@5$19.50	Availability
*A44	00@1Theb̸historyb̸ofb̸carrierb̸formatsb̸isb̸discussedb̸andb̸definitionsb̸areb̸offered.@2Originalb̸abstract	Abstract

```
 A51 00@0HU                                 Country of publication code
*A99 00@0TheƀconferenceƀwasƀorgAncillary data
          anizedƀbyƀUNIBIDƀinƀco
          operationƀwithƀICSU-AB
          ,ƀIFLAƀandƀISO,ƀandƀsp
          onsoredƀbyƀUnesco
*B30 00@1CM                                 Type of bibliographic entity
```

Notes

A25 There are two publishers on the title page, one of whom is distributor.

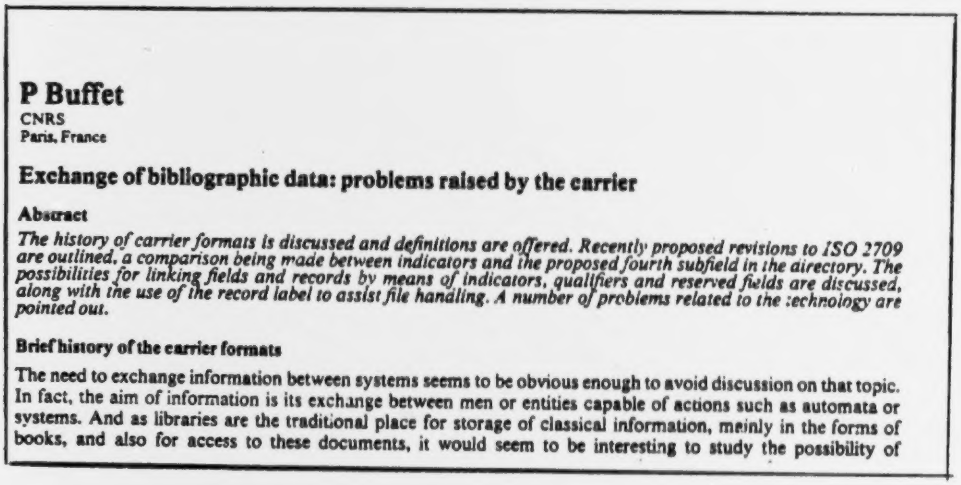
A32 The date is entered here in free form in order to facilitate entry as on the document.

A43 This document is known to be available from one of the publishers only, OMKDK.

A44 The abstract as given here is shortened to save space.

A51 One publisher only is entered as this is also the distributor.

B30 Contains both codes, C and M. C is entered first as it is the one selected for entry in character position 6.



P Buffet
CNRS
Paris, France

Exchange of bibliographic data: problems raised by the carrier

Abstract

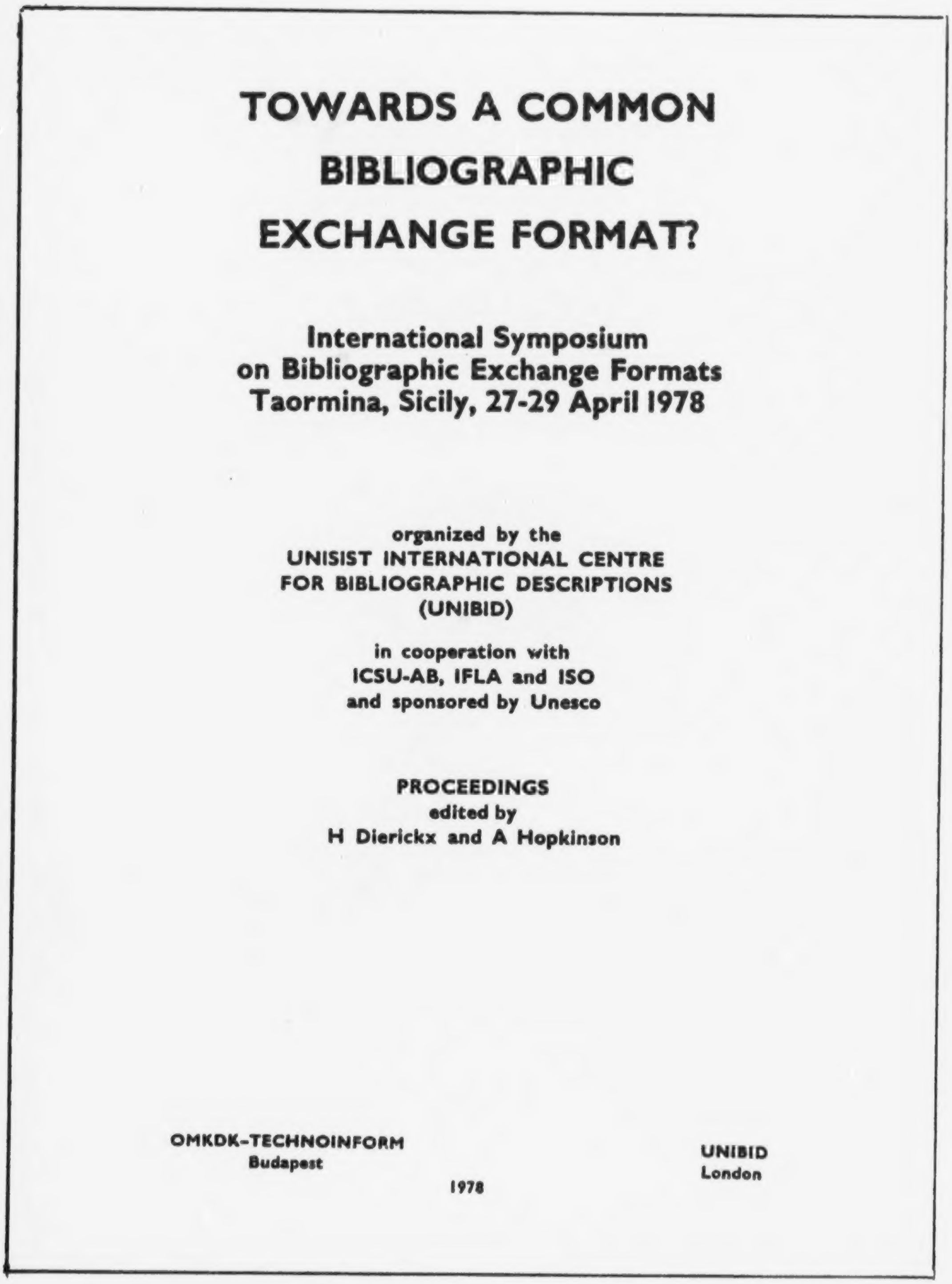
The history of carrier formats is discussed and definitions are offered. Recently proposed revisions to ISO 2709 are outlined, a comparison being made between indicators and the proposed fourth subfield in the directory. The possibilities for linking fields and records by means of indicators, qualifiers and reserved fields are discussed, along with the use of the record label to assist file handling. A number of problems related to the technology are pointed out.

Brief history of the carrier formats

The need to exchange information between systems seems to be obvious enough to avoid discussion on that topic. In fact, the aim of information is its exchange between men or entities capable of actions such as automata or systems. And as libraries are the traditional place for storage of classical information, mainly in the forms of books, and also for access to these documents, it would seem to be interesting to study the possibility of

Header of contribution in proceedings

Copies of the title page and title page verso of the proceedings are found on pp. 4.6 and 4.7



TOWARDS A COMMON BIBLIOGRAPHIC EXCHANGE FORMAT?

International Symposium
on Bibliographic Exchange Formats
Taormina, Sicily, 27-29 April 1978

organized by the
UNISIST INTERNATIONAL CENTRE
FOR BIBLIOGRAPHIC DESCRIPTIONS
(UNIBID)

in cooperation with
ICSU-AB, IFLA and ISO
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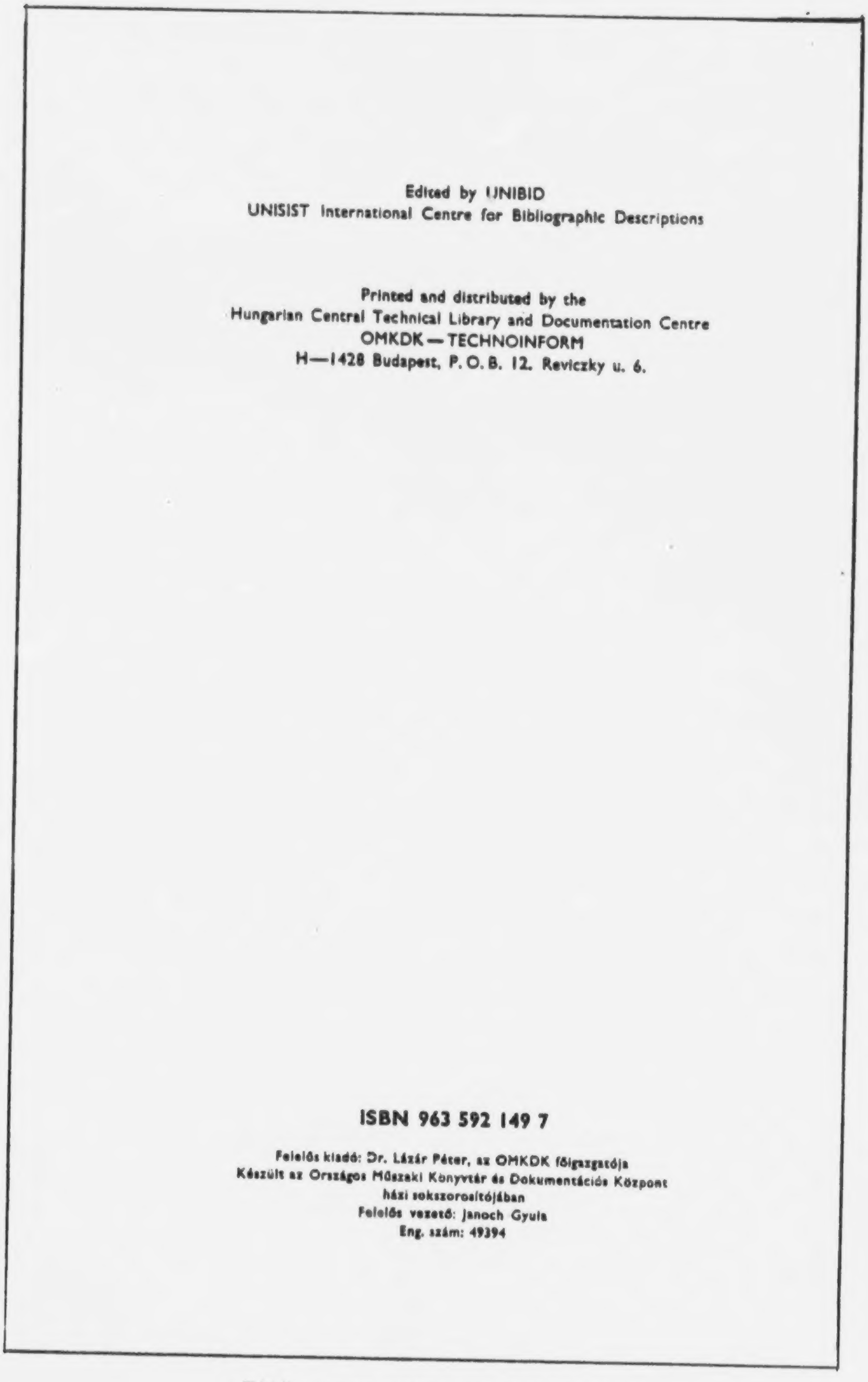
PROCEEDINGS
edited by
H Dierickx and A Hopkinson

OMKDK-TECHNOINFORM
Budapest

1978

UNIBID
London

Title page of proceedings



Edited by UNIBID
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OMKDK—TECHNOINFORM
H—1428 Budapest, P. O. B. 12. Reviczky u. 6.

ISBN 963 592 149 7

Felelős kiadó: Dr. Lázár Péter, az OMKDK főigazgatója
Készült az Országos Műszaki Könyvtár és Dokumentációs Központ
házi sokszorosítójában
Felelős vezető: Janoch Gyula
Eng. szám: 49394

Title page verso of proceedings

Example 3

MONOGRAPH IN A SERIES (M/S)

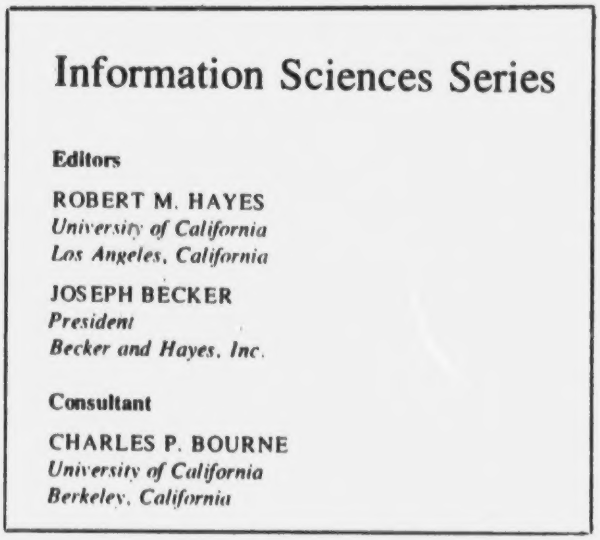
> Wellisch, Hans H. The Conversion of Scripts - Its Nature, History, and Utilization. New York, Wiley, 1978. xviii, 509p. (Hayes, Robert M.; Becker, Joseph (eds). Information Science Series). Bibliography; pp.441-461. ISBN 0-471-01620-9.

Implementation codes

Character position 6: Type of bibliographic entity: M
Character position 9: Bibliographic level: M

Data fields

A09	01@1TheƀConversionƀofƀScriptsƀ-ƀItsƀNature,ƀHistoryƀandƀUtilization	Title - monograph
A03	01@1InformationƀScienceƀSeries	Title - serial
A12	01@1Wellisch,ƀHansƀH.	Author - monograph
*A13	02@1Hayes,ƀRobertƀM.	Editor - serial
*A13	02@1Becker,ƀJoseph	Editor - serial
*A15	01@1UniversityƀofƀMaryland	Affiliation - monograph
A21	00@119780000	Date of publication
A23	00@0ENG	Language of document
A25	00@1Wiley@2NewƀYork	Publisher
A26	00@00-471-01620-9	ISBN
A29	00@1xviii,ƀ509	Collation - monograph
A51	00@0US	Country of publication code
*A70	00@0 441-461	Bibliography note



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JOSEPH BECKER
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Details of the series

The Conversion of Scripts—Its Nature, History, and Utilization

Hans H. Wellisch
University of Maryland

A WILEY-INTERSCIENCE PUBLICATION

JOHN WILEY & SONS
NEW YORK ● CHICHESTER ● BRISBANE ● TORONTO

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Includes index.
1. Transliteration. 2. Writing. 3. Bibliography—Theory, methods, etc. I. Title.
P226.W4 411 77-2205
ISBN 0-471-01620-9

Printed in the United States of America

10 9 8 7 6 5 4 3 2 1

Details from title page and title page verso

Example 4

SERIAL (S)

Unesco journal of information science, librarianship and archives administration. Paris, Unesco (7 place de Fontenoy, 75700 Paris). 1(1)-(Jan.-March 1979-). ISSN 0379-122X. (Succeeds Unesco bulletin for libraries).

Implementation codes

Character position 6: Type of bibliographic entity: S

Character position 9: Bibliographic level: S

Data fields

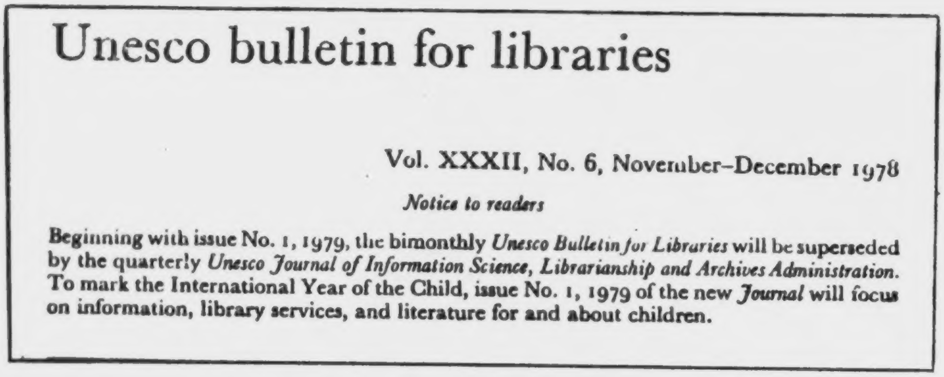
A01	00@00379-122X	ISSN
A03	05@1Unescoƀjournalƀofƀinformationƀscienceƀlibrarianshipƀandƀarchivesƀadministration	Key title
A05	00@21	Volume number
A06	00@21	Issue number
*A19	01@1Unesco+GeneralƀInformationƀProgramme	Corporate author - serial
A21	00@119790100-@3Jan.-Marchƀ1979-ƀ	Date of publication
A23	00@0ENG	Language of document
A25	00@1Unesco@2Parisƀ(7ƀplaceƀdeƀFontenoy)	Publisher
A51	000@FR	Country of publication code
*A90	00@1013@20041-5243	Link to earlier title

Notes

A21 Date of publication is entered in ISO format and free format to facilitate entry as on the document as the date of the issue is complex.

A90 For the sake of convenience the ISSN is taken as the record number of the previous title, the record to which the link is being made. Although it is feasible to use the ISSN, some systems may wish to allocate their own numbers to records - their serial holdings file. ISSN 0041-5243 relates to Unesco bulletin for Libraries.

The editor of a journal is an optional element and is not given here.



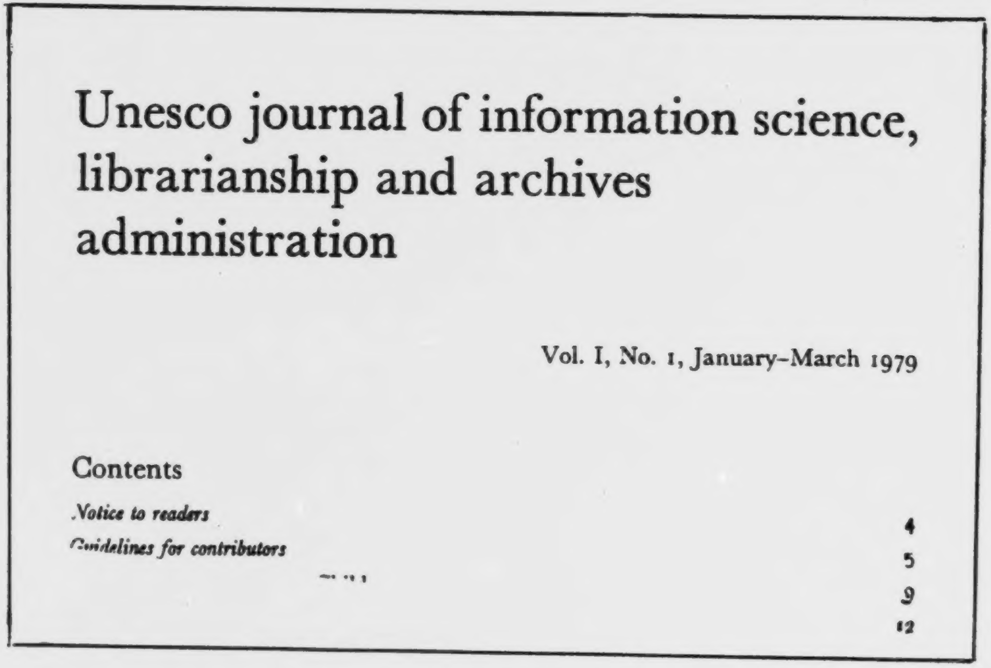
Unesco bulletin for libraries

Vol. XXXII, No. 6, November–December 1978

Notice to readers

Beginning with issue No. 1, 1979, the bimonthly *Unesco Bulletin for Libraries* will be superseded by the quarterly *Unesco Journal of Information Science, Librarianship and Archives Administration.* To mark the International Year of the Child, issue No. 1, 1979 of the new *Journal* will focus on information, library services, and literature for and about children.

Detail from preceding journal (ISSN 0041-5243)



Unesco journal of information science,
librarianship and archives
administration

Vol. I, No. 1, January–March 1979

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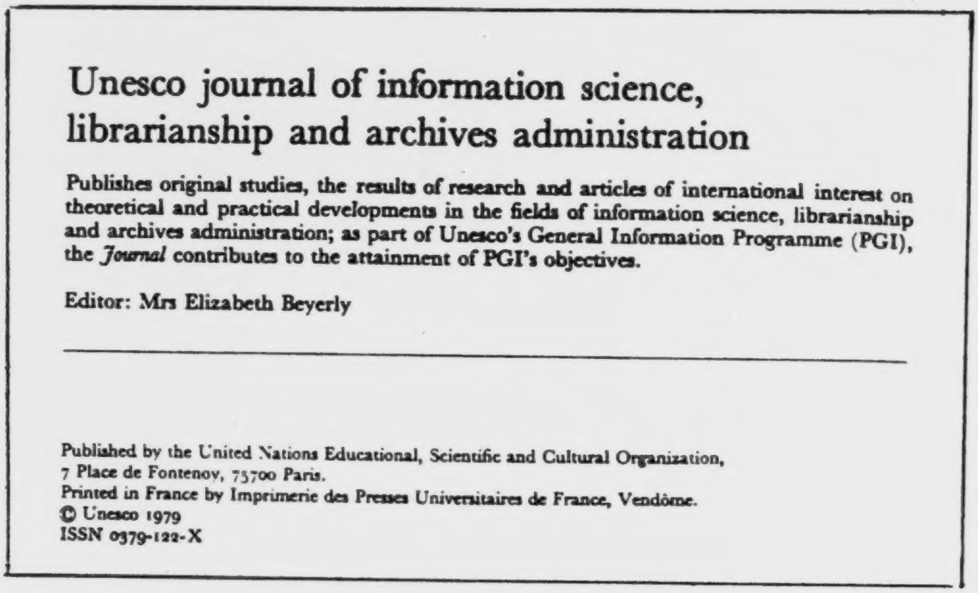
Guidelines for contributors 5
[illegible] 9
[illegible] 12



Unesco journal of information science,
librarianship and archives administration

Publishes original studies, the results of research and articles of international interest on theoretical and practical developments in the fields of information science, librarianship and archives administration; as part of Unesco's General Information Programme (PGI), the *Journal* contributes to the attainment of PGI's objectives.

Editor: Mrs Elizabeth Beyerly

Published by the United Nations Educational, Scientific and Cultural Organization,
7 Place de Fontenoy, 75700 Paris.
Printed in France by Imprimerie des Presses Universitaires de France, Vendôme.
© Unesco 1979
ISSN 0379-122-X

Part of title page and title page verso

Example 5

REPORT (M)

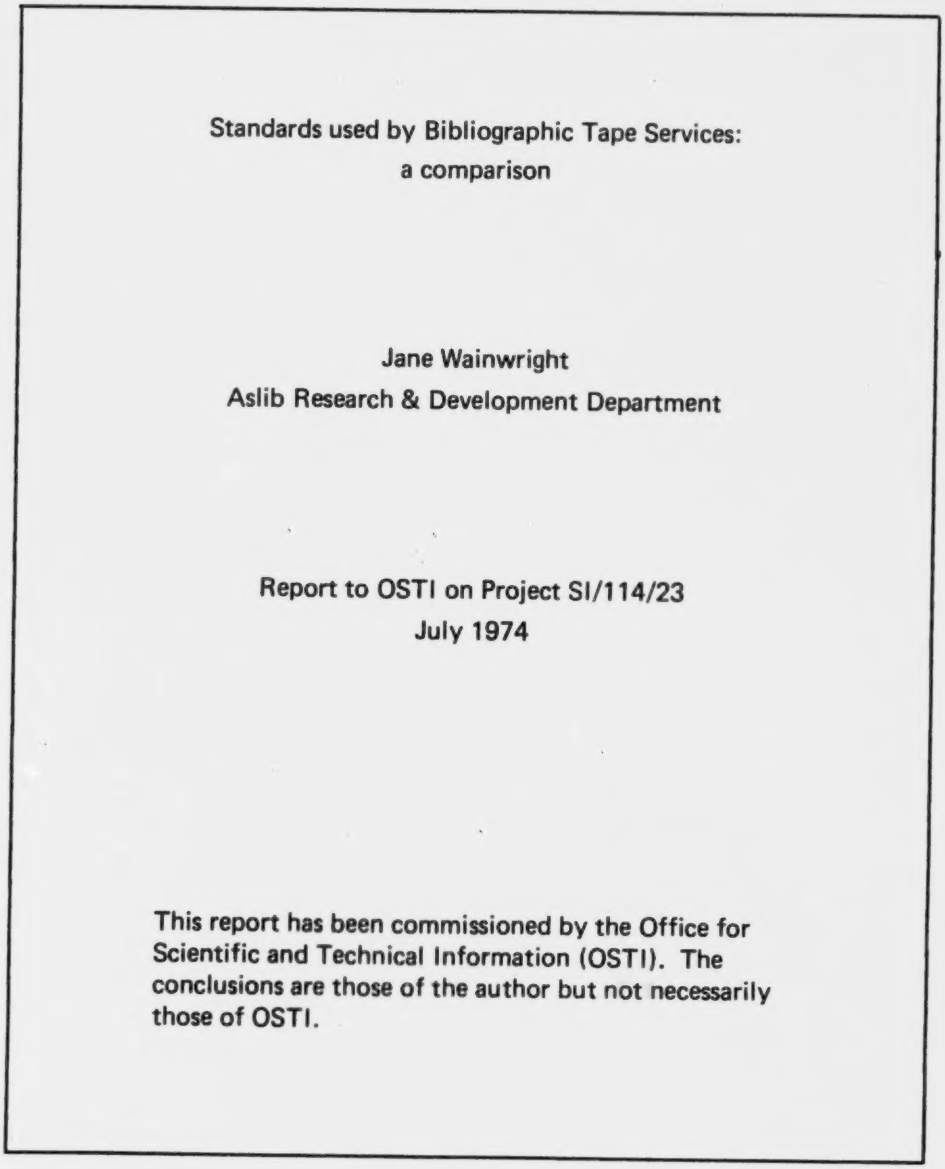
Wainwright, Jane (Aslib Research & Development Department): Standards used by bibliographic tape services: a comparison. July 1974. 26p. Report commissioned by: Office for Scientific and Technical Information. Report no. 5191. Contract no. SI/114/23. Available: Aslib Research & Development Department.

Implementation codes

Character position 6: Type of bibliographic entity: R
Character position 9: Bibliographic level: M

Data fields

A09	01@1Standardsƀusedƀbyƀbibliographicƀtapeƀservices:ƀaƀcomparison	Title - monograph
A12	01@1Wainwright,ƀJane	Author - monograph
*A15	01@1Aslib+Researchƀ&ƀDevelopmentƀDepartment	Affiliation - monograph
A18	0X@1OfficeƀforƀScientificƀandƀTechnicalƀInformation@9Reportƀcommissionedƀby	Corporate body - monograph
A21	00@119740700	Date of publication
A23	00@0ENG	Language of document
A29	00@126	Collation - monograph
A39	00@05191	Report number
A43	00@1Aslib+ResearchƀandƀDevelopmentƀDepartment	Availability
A51	00@0GB	Country of publication code
*A72	00@0SI/114/23	Contract number



Standards used by Bibliographic Tape Services:
a comparison

Jane Wainwright
Aslib Research & Development Department

Report to OSTI on Project SI/114/23
July 1974

This report has been commissioned by the Office for Scientific and Technical Information (OSTI). The conclusions are those of the author but not necessarily those of OSTI.

Title page of report

(Also on cover: OSTI REPORT No. 5191)

Example 6

THESIS (M)

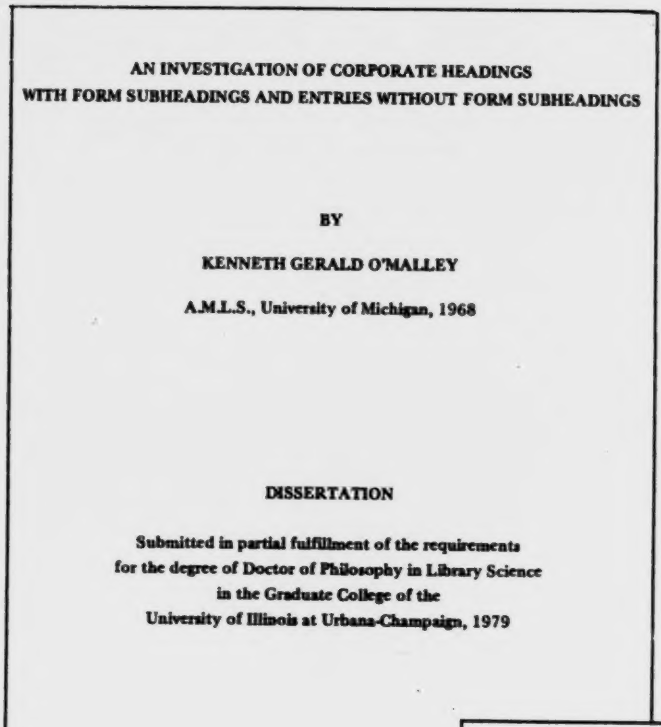
O'Malley, Kenneth Gerald. An investigation of corporate headings with form subheadings and entries without form subheadings. Ann Arbor (Michigan), University Microfilms International, 1980. x, 159p. Produced by microfilm-xerography. Submitted for Ph.D.: University of Illinois at Urbana-Champaign, 1979.

Implementation codes

Character position 6: Type of bibliographic entity: T
Character position 9: Bibliographic level: M

Data fields

A09	01@1Anb̸investigationb̸ofb̸corporateb̸headingsb̸withb̸formb̸subheadingsb̸andb̸entriesb̸withoutb̸formb̸subheadings	Title - monograph
A12	01@10'Malley,b̸Kennethb̸Gerald	Author - monograph
A21	00@11980000	Date of publication
*A22	02@11979000	Submission date - thesis
A23	00@0ENG	Language of document
*A25	00@1Universityb̸Microfilmsb̸International@2Annb̸Arborb̸(Michigan)	Publisher
A29	00@1x,b̸159@2Producedb̸byb̸microfilm-xerography	Collation - monograph
A41	00@1Universityb̸ofb̸Illinoisb̸atb̸Urbana-Champaign	University
*A42	00@0Ph.D.	Degree
A43	00@1Universityb̸Microfilmsb̸International@2300,b̸Nb̸Zeebb̸Road,b̸Annb̸Arbor,b̸MI,b̸48106	Availability
A51	00@0US	Country of publication code



AN INVESTIGATION OF CORPORATE HEADINGS
WITH FORM SUBHEADINGS AND ENTRIES WITHOUT FORM SUBHEADINGS

BY

KENNETH GERALD O'MALLEY

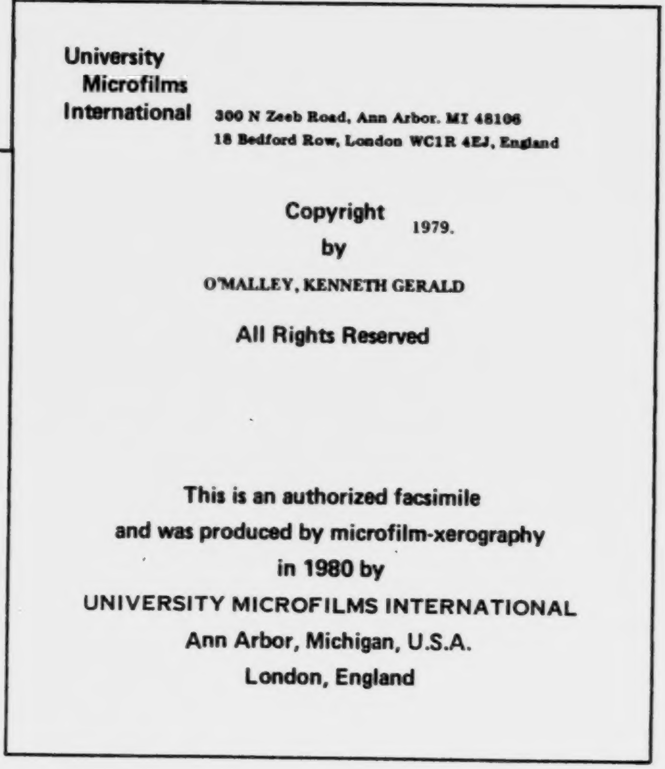
A.M.L.S., University of Michigan, 1968

DISSERTATION

Submitted in partial fulfillment of the requirements
for the degree of Doctor of Philosophy in Library Science
in the Graduate College of the
University of Illinois at Urbana-Champaign, 1979

Urbana, Illinois

Title page of thesis



University
Microfilms
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London, England

Details from title
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Example 7

PATENT APPLICATION (M)

Applicant : Andrews MacLaren, Ltd., Station Works, Long Buckby, Northampton NN6 7PF (GB)
Inventor : MacLaren, Owen Finlay, Arnold House, Barby, near Rugby, Warwickshire (GB)
Application no : 78300125.8 (European patent)
Filed : 06.07.78
Date of publication: 24.01.79
Document number : 0000437
KD code : A1
Title : Foldable chair frame
Priority : 07.07.77 GB 28599/77
26.08.77 GB 35902/77
17.02.78 GB 6424/78

Implementation codes

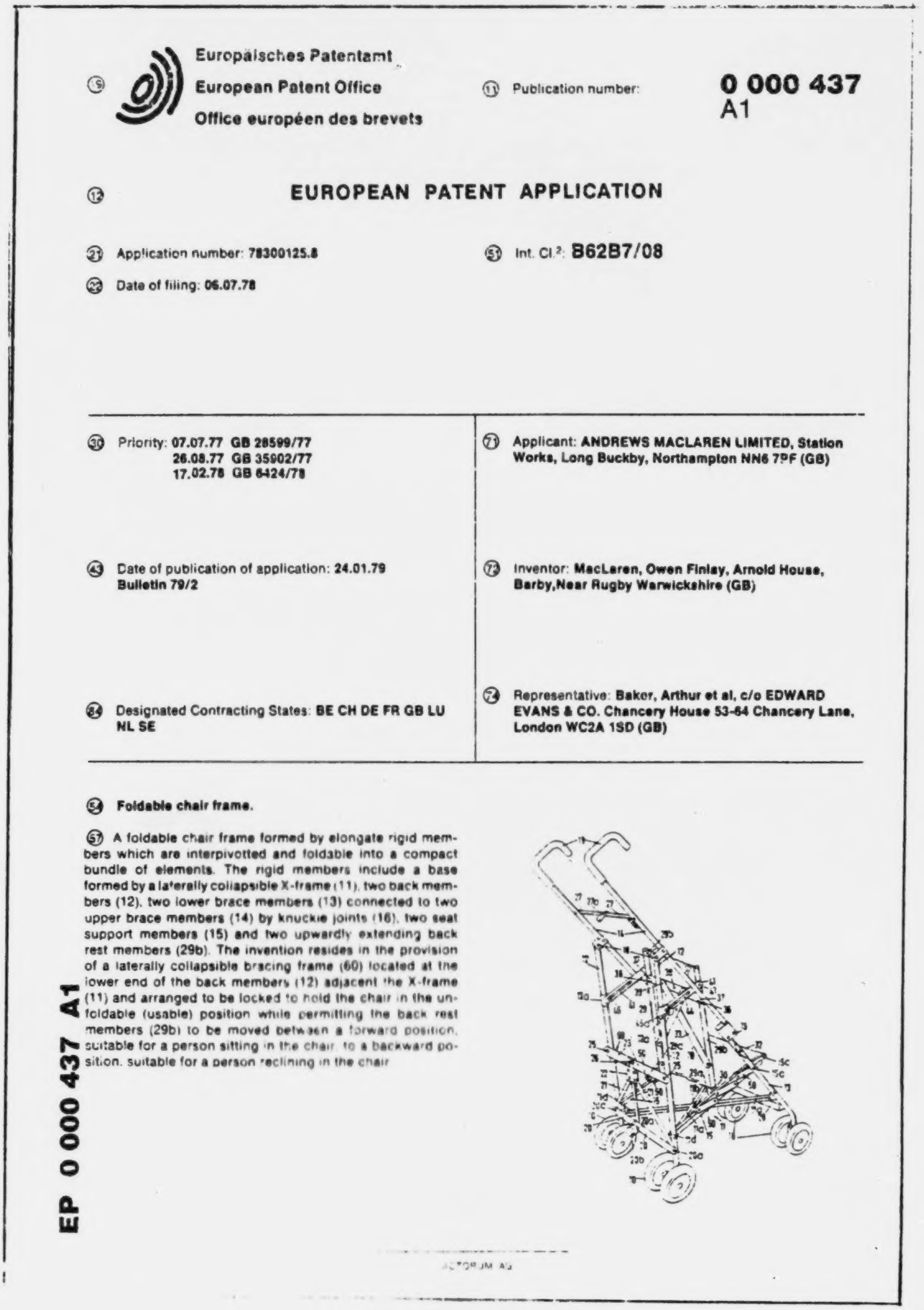
Character position 6: Type of bibliographic entity: P
Character position 9: Bibliographic level: A

Data fields

A09	01@1Foldableƀchairƀframe	Title of monograph
A21	00@119790124	Date of publication
A33	00@1EP@2A1@50000437	Identification of patent
A34	01@1MacLaren,ƀOwenƀFinlay	Person associated - patent document
A35	05@1AndrewsƀMacLarenƀLtd.@2Stationƀworks,ƀLongƀBuckby,ƀNorthamptonƀNN6ƀ7PF@3GB	Corporate body - patent document
*A36	00@178300125.8@219780706	Domestic filing data
*A37	00@1GB@228599/77@319770707	Convention priority data
*A37	00@1GB@235902/77@319770826	Convention priority data
*A37	00@1GB@26424/78@319780217	Convention priority data

Note

A33 As this is a European patent, the country code is EP.



⑲ Europäisches Patentamt
European Patent Office
Office européen des brevets

⑪ Publication number: **0 000 437**
A1

⑫ EUROPEAN PATENT APPLICATION

㉑ Application number: **78300125.8**

㉒ Date of filing: **06.07.78**

(51) Int. Cl.²: **B62B7/08**

㉚ Priority: **07.07.77 GB 28599/77**
26.08.77 GB 35902/77
17.02.78 GB 6424/78

㊸ Date of publication of application: **24.01.79**
Bulletin 79/2

(84) Designated Contracting States: **BE CH DE FR GB LU NL SE**

(71) Applicant: **ANDREWS MACLAREN LIMITED, Station Works, Long Buckby, Northampton NN6 7PF (GB)**

(72) Inventor: **MacLaren, Owen Finlay, Arnold House, Barby,Near Rugby Warwickshire (GB)**

(74) Representative: **Baker, Arthur et al, c/o EDWARD EVANS & CO. Chancery House 53-64 Chancery Lane, London WC2A 1SD (GB)**

(54) **Foldable chair frame.**

(57) A foldable chair frame formed by elongate rigid members which are interpivotted and foldable into a compact bundle of elements. The rigid members include a base formed by a laterally collapsible X-frame (11), two back members (12), two lower brace members (13) connected to two upper brace members (14) by knuckle joints (16), two seat support members (15) and two upwardly extending back rest members (29b). The invention resides in the provision of a laterally collapsible bracing frame (60) located at the lower end of the back members (12) adjacent the X-frame (11) and arranged to be locked to hold the chair in the unfoldable (usable) position while permitting the back rest members (29b) to be moved between a forward position, suitable for a person sitting in the chair, to a backward position, suitable for a person reclining in the chair

EP 0 000 437 A1

ACTORUM AG

Cover page of patent document

Example 8

PATENT APPLICATION IN OFFICIAL GAZETTE (A/S)

Citation

Applicant : Empresa Brasiliera dos Transportes Urbanos (EBTU) (BR)
Inventors : Anraku, Luiz Carlos Ioshio; Tong, Man Hee
Application no. : PCT/BR80/00009
Filed : 10.06.80
KD Code : A1
Document number : WO81/00317
Title : Activate signal traffic control system
Priority : 16.07.79 BR PI7904495

In: PCT Gazette, 04/1981 (05/02/1981), p. 267.

Implementation codes

Character position 6: Type of bibliographic entity: P
Character position 9: Bibliographic level code: A

Tags	Data fields	Name of data elements
A01	00@0025-7757	ISSN
A03	01@1PCTƀGazette	Title of serial
*A05	00@204/1981	Number of part
A08	01@1Activateƀsignalƀtrafficƀcontrolƀsystem	Title of analytic
A20	00@1267	Pagination
A21	00@119810205	Date of publication
A33	00@1BR@2A1@5WO81/00317	Identification of patent
A34	01@1Anraku,ƀLuizƀCarlosƀIoshio	Person associated - patent
A34	01@1Tong,ƀManƀHee	Person associated - patent
A35	05@1EmpresaƀBrasilieraƀdosƀTransportesƀUrbanos@3BR@4EBTU	Corporate body - patent
*A36	00@1PCT/BR80/00009@219800610	Domestic filing data
*A37	00@1BR@2PI7904495@319790716	Convention priority data
A46	00@0Summaryƀofƀpatentƀapplication	'Summary only' note

Notes

A05 The first order designation of the serial is entered here as the composite number '04/1981'. Alternatively, '1981' could have been entered as first order designation in subfield 3 of A05 and '04' as second order designation in subfield 2 of A06.
A25 The publisher may be omitted in the case of a serial.
A35 The address of the corporate body is optional and omitted in this example.

February 5, 1981 No. 04/1981

PCT GAZETTE

GAZETTE OF INTERNATIONAL PATENT APPLICATIONS

Published by the International Bureau of the
World Intellectual Property Organization
under the Patent Cooperation Treaty (PCT)
Issued every second week

Extract from title page/contents page of serial
NB: ISSN 0250-7757 occurs at the foot of the page.

(21) Int. Application Number: PCT/BR80/00009

(22) Int. Filing Date: 10 June 1980 (10.06.80)

(31) Priority Application Number: PI 7904495

(32) Priority Date: 16 July 1979 (16.07.79)

(33) Priority Country: BR

(71) Applicant *(for all designated States except US):* EMPRESA BRASILEIRA DOS TRANSPORTES URBANOS - EBTU [BR/BR]; San-Q.3-Lote "A"-Ed. Núcleo Dos Transportes, Brasília (BR).

(72) Inventors; and
(75) Inventors/Applicants *(for US only):* ANRAKU, Luiz, Carlos, Ioshio [BR/BR]; Rua Pinheiro Chagas, 1,481-Ap. 22 - Pinheiros, S. Paulo/SP, P.O. 05422 (BR). TONG, Man, Hee [BR/BR]; Rua Maratona 226, Vila Alexandria-S. Paulo/SP, P.O. 04635 (BR).

(81) Designated States: AT, CH, DE, FR (European patent), GB, JP, NL, SE, SU, US.

Published
With international search report

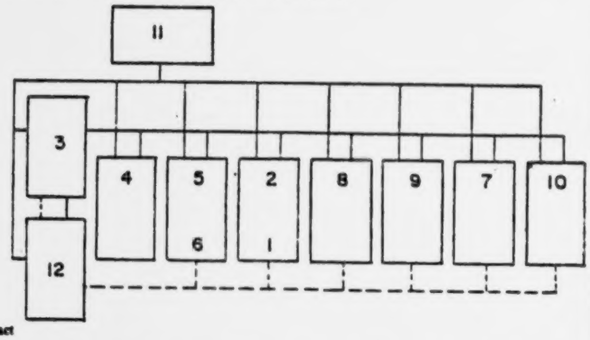
(51) International Patent Classification 3: G06F 15/48

A1

(11) Int. Publication Number: WO 81/00317

(43) Int. Publication Date: 5 February 1981 (05.02.81)

(54) Title: ACTIVATE SIGNAL TRAFFIC CONTROL SYSTEM



(57) Abstract

It can make a distinction in conformity to traffic request. The system is made up essentially of a microcomputer formed by a central processing unit (3), by a program memory (4), and by a data bank, all receiving control parameters through a keyboard input assembly (7) or data transmission system (8). The system is very flexible in coordinating urban traffic to the extend. It can be adapted to various traffic plans and timetables through a program memory (4) and peripheral elements. It can operate centrally by the simple installation of a communication system between ten central and a local control system. This permits the application of a traffic control plan by areas. When operating at periods of low density traffic the system gives right of way with minimum waiting through the central processing unit, the phase assembly, and the phase module interface (6). It permits, moreover, synchronization between various identical control systems through an external synchronized clock without being physically connected to the control system

Application being recorded (from p. 267 of PCT Gazette)

Example 9

COLLECTION IN A SERIES (C/S)

Hauptmann, Gerhart; Hesse, Herman. De Wevers / Voor Zonsondergang, alsmede Baanwachter Thiel en De Steppewolf. [The Weavers / Before Sunset together with Linesman Thiel and The Steppenwolf]. Hasselt, Heideland, 1964. (Pantheon der Winnaars van de Nobelprijs voor Literatuur, 37). 442p.
Translated from the original German.
Introduction to Hauptmann by Urbain van de Voorde and to Hesse by Wim van Maeslandt.

Implementation codes

Character position 6: Type of bibliographic entity: M
Character position 9: Bibliographic level: C

Data fields

A03	01@1PantheonƀderƀWinnaarsƀvanƀdeƀNobelprijsƀvoorƀLiteratuur	Title of serial
A05	00@237	
A10	01@1DeƀWeversƀ/ƀVoorƀZonsonderganƀgalsmedeƀBaanwachterƀThielƀenƀandƀTheƀSteppewolf@2DUT	Title of collection Number of Volume
A10	04@1TheƀWeaversƀ/ƀBeforeƀSunsetƀtogetherƀwithƀLinesmanƀThielƀandƀTheƀSteppenwolf@2ENG	Title of collection
A13	01@1Hauptmann,ƀGerhart	Author - collection
A13	01@1Hesse,ƀHerman	Author - collection
*A13	06@1van+de=Voorde,ƀUrbain	Author of introduction
*A13	06@1van=Maeslandt,ƀWim	Author of introduction
A21	00@119640000	Date of publication
A23	00@0DUT	Language of text
A25	00@1Hasselt@2Heideland	Publisher
A28	00@1vol.	Collation - collection
A51	00@1BE	Country of publication code
*A99	00@0TranslatedƀfromƀtheƀoriginalƀGerman.	Ancillary data
*A99	00@0IntroductionƀtoƀHauptmannƀbyƀUrbainƀvanƀdeƀVoordeƀandƀtoƀHesseƀbyƀWimƀvanƀMaeslandt.	Ancillary data

Notes

This volume is one of a series of the works of winners of the Nobel Prize for Literature translated into Dutch. It is assumed in this example that the item is being recorded for an English language data base.

A05 The number of the volume, 37, is found in the colophon.
A10 The title is translated into English by the cataloguer and the field is repeated.
A13 The names of the writers of the introductions are entered here with second indicator set to 6. These do not appear in this form in the citation but are included in the machine-readable record for the purpose of creating an index to authors in an abstracting and indexing journal. The names with an explanation are entered as a note in field A99.

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DE WEVERS / VOOR ZONSONDERGANG

ALSMEDE

BAANWACHTER THIEL

EN

DE STEPPEWOLF

INGELEID DOOR

URBAIN VAN DE VOORDE

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WIM VAN MAESLANDT

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Hermann Hesse

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UITGEVERIJ HEIDELAND - HASSELT BELGIË

Details from title page and verso

PANTHEON DER WINNAARS VAN DE
NOBELPRIJS VOOR
LITERATUUR

Serial title

Example 10

CONTRIBUTION IN A CONFERENCE PROCEEDINGS IN A SERIES (A/M/S)

Pratt, A.D. (Indiana University, Graduate Library School, Bloomington, Indiana, USA). Microcomputers as information dissemination tools. In: Benenfeld, Alan R. and Kazlauskas, Edward John. Communicating Information: Proceedings - 43rd ASIS Annual Meeting, Anaheim, Ca., 5-10 Oct. 1980. White Plains, New York, Knowledge Industry Publications, 1980. (Proceedings of the ASIS Annual Meeting, ISSN 0044-7870. Volume.17). ISBN 0-914236-73-3, pp.314-316.

Implementation codes

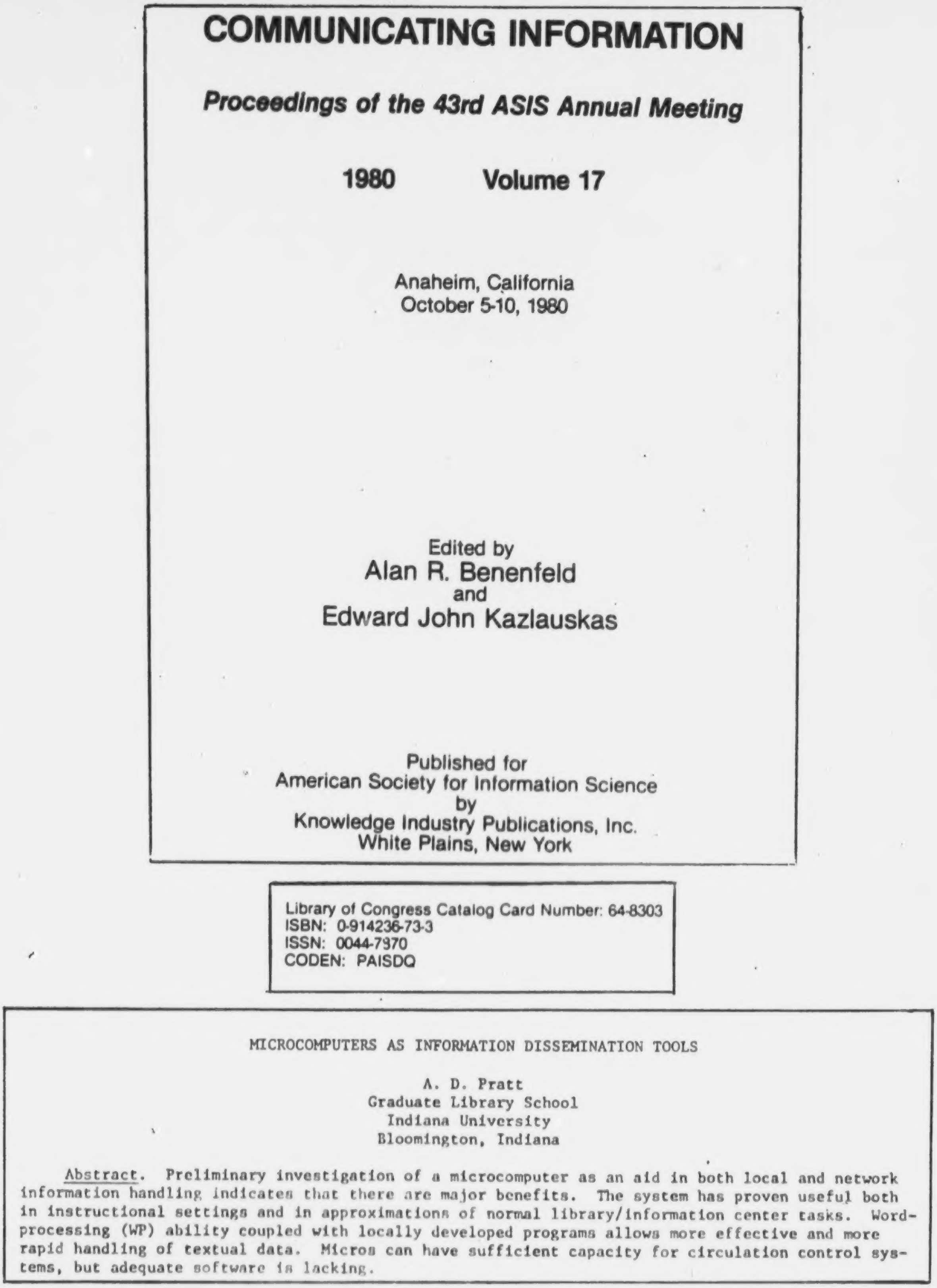
Character position 6: Type of bibliographic entity: C
Character position 9: Bibliographic level: A

Data fields

A01	00@00044-7870	ISSN
*A02	00@0PAISDQ	CODEN
A03	02@1ProceedingsƀofƀtheƀASISƀAnnualƀMeetings	Title of serial-modified
A05	00@1Volume@217	Volume number
A08	01@1Microcomputersƀasƀinformationƀdisseminationƀtools	Title of analytic
A09	01@1Communicatingƀinformation:ƀProceedings	Title of monograph
A11	01@1Pratt,ƀA.ƀD.	Author - analytic
A12	02@1Benenfeld,ƀAlanƀR.	Editor - monograph
A12	02@1Kazlauskas,ƀEdwardƀJohn	Editor - monograph
A14	00@1IndianaƀUniversity+GraduateƀLibraryƀSchool@2Bloomington,ƀIndiana@3US	Affiliation - analytic
*A19	01@1AmericanƀSocietyƀforƀInformationƀScience@4ASIS	Corporate Body - serial
A20	00@1314-316	Pagination
A21	00@119800000	Date of publication
A23	00@1ENG	Language of text
A25	00@1KnowledgeƀIndustryƀPublications@2WhiteƀPlains,ƀNewƀYork	Publisher
A26	00@00-914236-73-3	ISBN
A30	00@1ASISƀAnnualƀMeeting@343rd	Name of meeting
A31	00@1Anaheim,ƀCa.@2US	Place of Meeting
A32	00@119801005-19801010	Date of Meeting
*A44	00@1Preliminaryƀinvestig..@2Author'sƀabstract	Abstract
A51	00@0US	Country of publication

Notes

A02	The CODEN is entered in this example as it is found on the document.
A19	The corporate body relating to the series is an optional element and does not appear in the citation in this example as the editors take precedence. However, if this record appeared in an abstracting journal, an index entry would probably be made using this data element.
A29	Collation details of the monograph are not entered as the record relates to the contribution.
A30	It is recognized that in this example there are a number of different ways of dividing the data relating to the title of the monograph and the name of the meeting between fields A09 and A30. It is expected that individual users of the Reference Manual will formulate their own guidelines to ensure a consistency in their own data bases and publications.



COMMUNICATING INFORMATION

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and
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MICROCOMPUTERS AS INFORMATION DISSEMINATION TOOLS

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Abstract. Preliminary investigation of a microcomputer as an aid in both local and network information handling indicates that there are major benefits. The system has proven useful both in instructional settings and in approximations of normal library/information center tasks. Word-processing (WP) ability coupled with locally developed programs allows more effective and more rapid handling of textual data. Micros can have sufficient capacity for circulation control systems, but adequate software is lacking.

Details from title page, title page verso, and heading of contribution

Example 11

CHAPTER IN A MONOGRAPH IN A COLLECTION IN A SERIES (A/M/C/S)

> Section One: Entity list and alpha-2 code. In: ISO 3166-1974: Codes for the representation of names of countries. In: International Organization for Standardization. Information Centre. Information transfer: Handbook on International Standards governing information transfer. Transfert de l'information, 1st ed. Geneva (Case postale 56, 1211 Geneva 20, Switzerland), ISO, 1977. (ISO Standard Handbook, 1). ISBN 92-67-10017-3, pp. 118-127.

Implementation codes

Character position 6: Type of bibliographic entity: M
Character position 9: Bibliographic level: A

Data fields

A03	01@1ISOƀStandardsƀHandbook	Title of serial
A05	00@21	Volume number
A08	01@1SectionƀOne:ƀEntityƀlistƀandƀalpha-2ƀcode	Title of analytic
A09	01@1ISOƀ3166-1974:ƀCodesƀforƀtheƀrepresentationƀofƀnamesƀofƀcountries	Title of monograph
A10	01@1InformationƀtransferƀHandbookƀonƀInternationalƀStandardsƀgoverningƀinformationƀtransfer@2ENG	Title of collection
A10	01@1Transferƀdeƀl'information@2FRE	Parallel title of collection
A19	03@1InternationalƀOrganizationƀforƀStandardization+InformationƀCentre@4ISO+InformationƀCentre	Corporate body - collection
A20	00@1118-127	Pagination
A21	00@119770000	Date of publication
A23	00@0ENG	Language of text
A25	00@1ISO@2Genevaƀ(Caseƀpostaleƀ56,ƀ1211ƀGenevaƀ20,ƀSwitzerland)	Publisher
A26	00@092-67-10017-3	ISBN
A27	00@01	Edition number
A51	00@0CH	Country of publication code

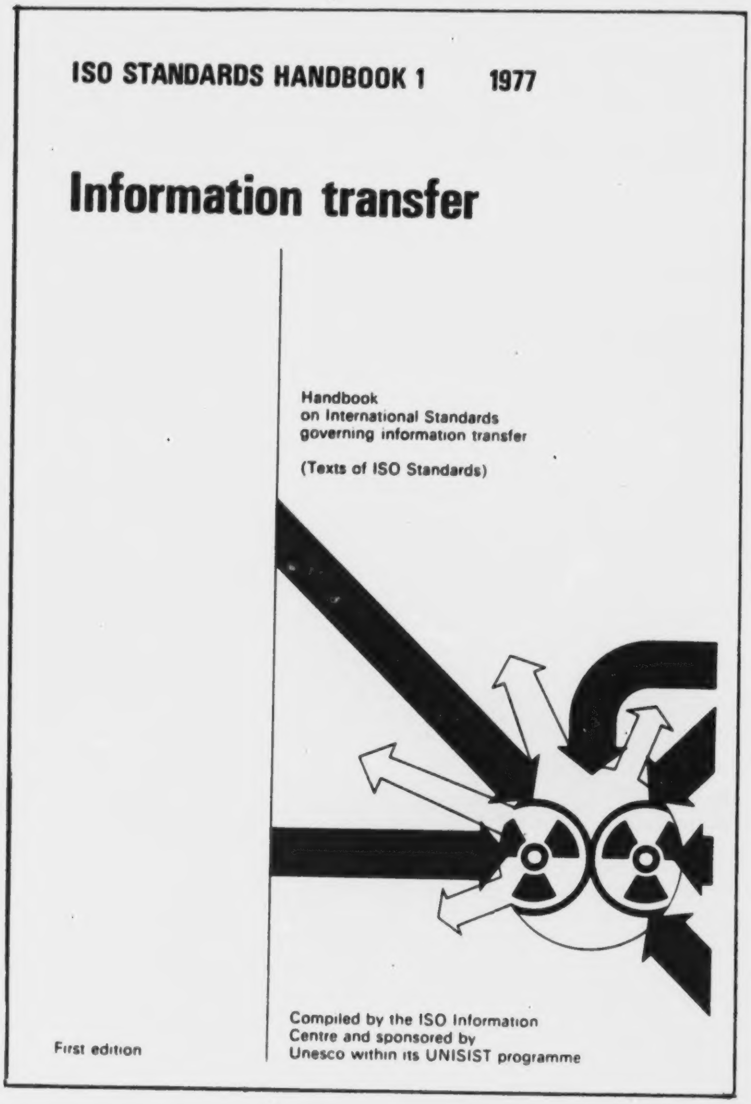
Notes

Although the RM does not explicitly provide for the A/M/C/S combination of levels, this example is given to illustrate that if the need arises such a combination can be catered for. The four levels are required to accommodate the section of the standard, the standard itself, the collection of standards in which it is here found and the series in which the collection is contained.

Type of bibliographic entity When these codes are extended, it is expected that M will be replaced by the code for standard.

A10 This field is repeated, the second instance being the parallel title.
A19 Details of the address are not included here as they are also found in field A25: Publisher.
A21 The date entered is the date of the collection. The date of the standard is clear from its title (see field A09).

4.25



ISO STANDARDS HANDBOOK 1 1977

Information transfer

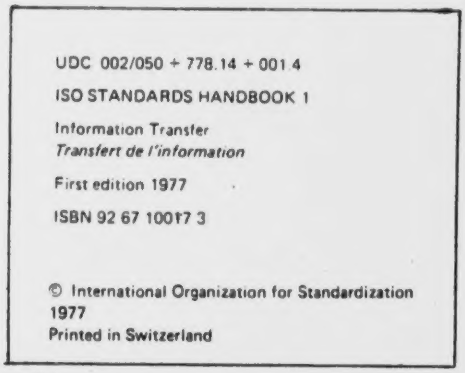
Handbook
on International Standards
governing information transfer

(Texts of ISO Standards)

First edition

Compiled by the ISO Information
Centre and sponsored by
Unesco within its UNISIST programme

Title page



UDC 002/050 + 778.14 + 001.4

ISO STANDARDS HANDBOOK 1

Information Transfer
Transfert de l'information

First edition 1977

ISBN 92 67 10017 3

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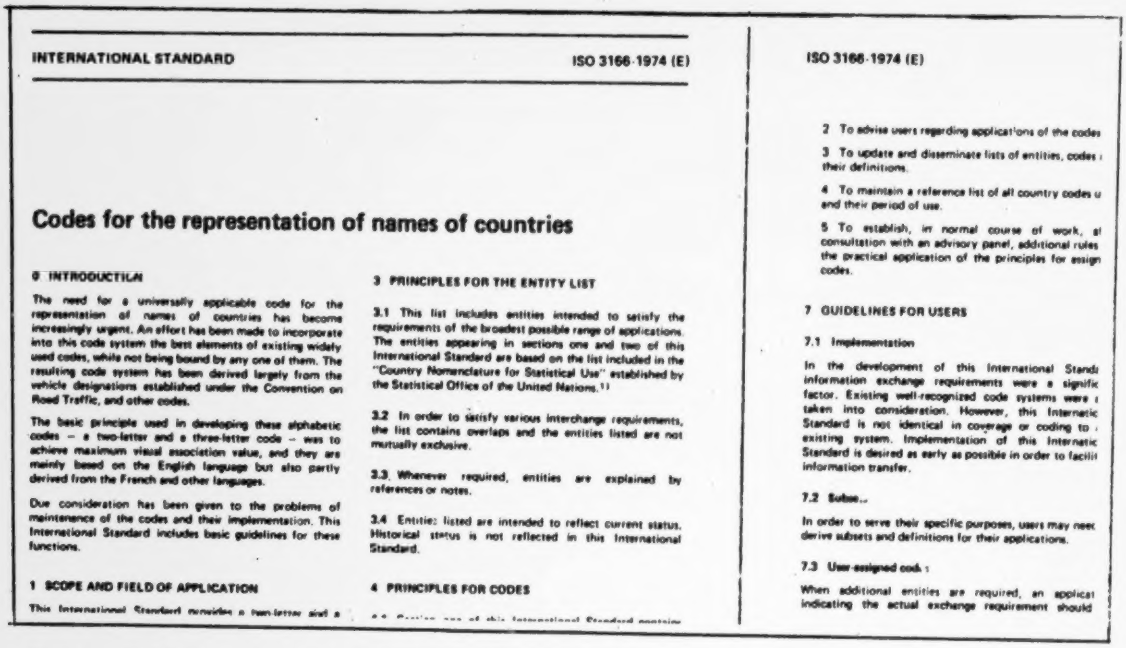
1977
Printed in Switzerland

Detail from
title page verso



INTERNATIONAL STANDARD

ISO 3166-1974 (E)

Codes for the representation of names of countries

0 INTRODUCTILN

The need for a universally applicable code for the representation of names of countries has become increasingly urgent. An effort has been made to incorporate into this code system the best elements of existing widely used codes, while not being bound by any one of them. The resulting code system has been derived largely from the vehicle designations established under the Convention on Road Traffic, and other codes.

The basic principle used in developing these alphabetic codes – a two-letter and a three-letter code – was to achieve maximum visual association value, and they are mainly based on the English language but also partly derived from the French and other languages.

Due consideration has been given to the problems of maintenance of the codes and their implementation. This International Standard includes basic guidelines for these functions.

1 SCOPE AND FIELD OF APPLICATION

This International Standard provides a two-letter and a

3 PRINCIPLES FOR THE ENTITY LIST

3.1 This list includes entities intended to satisfy the requirements of the broadest possible range of applications. The entities appearing in sections one and two of this International Standard are based on the list included in the "Country Nomenclature for Statistical Use" established by the Statistical Office of the United Nations.[1]

3.2 In order to satisfy various interchange requirements, the list contains overlaps and the entities listed are not mutually exclusive.

3.3 Whenever required, entities are explained by references or notes.

3.4 Entitie: listed are intended to reflect current status. Historical status is not reflected in this International Standard.

4 PRINCIPLES FOR CODES

4.1 Section one of this International Standard contains

ISO 3166-1974 (E)

2 To advise users regarding applications of the codes

3 To update and disseminate lists of entities, codes their definitions.

4 To maintain a reference list of all country codes u and their period of use.

5 To establish, in normal course of work, a consultation with an advisory panel, additional rules the practical application of the principles for assign codes.

7 GUIDELINES FOR USERS

7.1 Implementation

In the development of this International Stand information exchange requirements were a signific factor. Existing well-recognized code systems were taken into consideration. However, this Internatic Standard is not identical in coverage or coding to existing system. Implementation of this Internatic Standard is desired as early as possible in order to facilit information transfer.

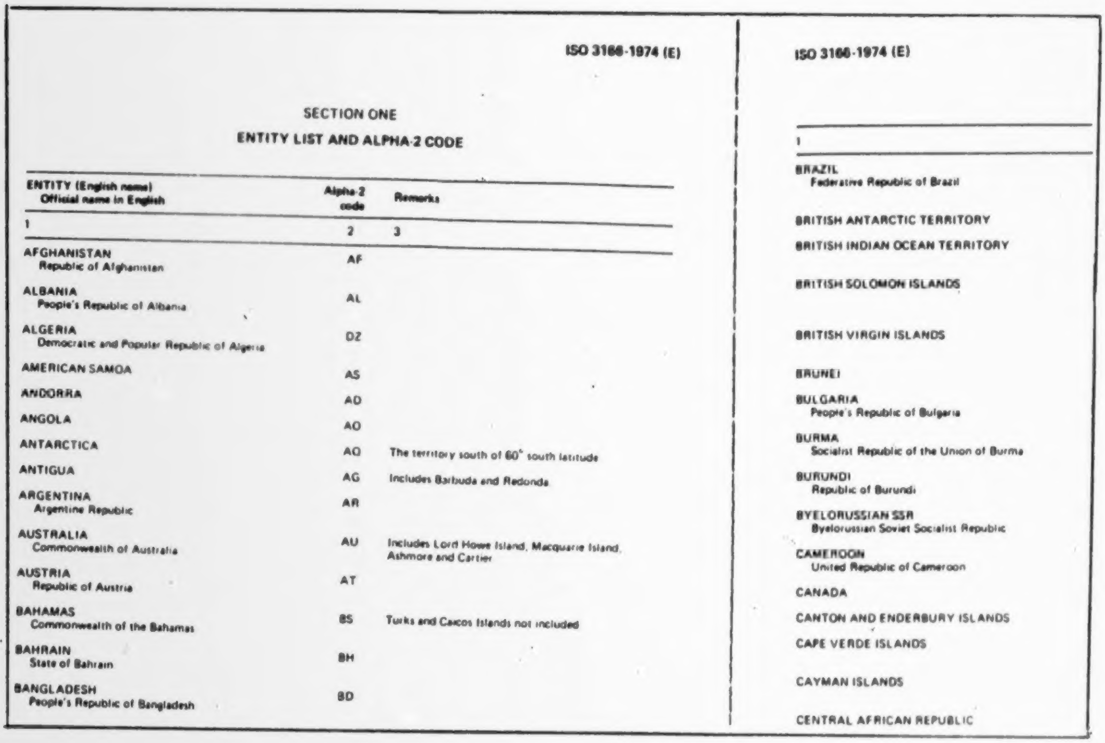
7.2 Subse..

In order to serve their specific purposes, users may neec derive subsets and definitions for their applications.

7.3 User-assigned cod. :

When additional entities are required, an applicat indicating the actual exchange requirement should

Part of first page of standard (monographic level)



ISO 3166-1974 (E)

SECTION ONE

ENTITY LIST AND ALPHA-2 CODE

ENTITY (English name) Official name in English	Alpha-2 code	Remarks
1	2	3
AFGHANISTAN Republic of Afghanistan	AF	
ALBANIA People's Republic of Albania	AL	
ALGERIA Democratic and Popular Republic of Algeria	DZ	
AMERICAN SAMOA	AS	
ANDORRA	AD	
ANGOLA	AO	
ANTARCTICA	AQ	The territory south of 60° south latitude
ANTIGUA	AG	Includes Barbuda and Redonda
ARGENTINA Argentine Republic	AR	
AUSTRALIA Commonwealth of Australia	AU	Includes Lord Howe Island, Macquarie Island, Ashmore and Cartier
AUSTRIA Republic of Austria	AT	
BAHAMAS Commonwealth of the Bahamas	BS	Turks and Caicos Islands not included
BAHRAIN State of Bahrain	BH	
BANGLADESH People's Republic of Bangladesh	BD	

ISO 3166-1974 (E)

1
BRAZIL Federative Republic of Brazil
BRITISH ANTARCTIC TERRITORY
BRITISH INDIAN OCEAN TERRITORY
BRITISH SOLOMON ISLANDS
BRITISH VIRGIN ISLANDS
BRUNEI
BULGARIA People's Republic of Bulgaria
BURMA Socialist Republic of the Union of Burma
BURUNDI Republic of Burundi
BYELORUSSIAN SSR Byelorussian Soviet Socialist Republic
CAMEROON United Republic of Cameroon
CANADA
CANTON AND ENDERBURY ISLANDS
CAPE VERDE ISLANDS
CAYMAN ISLANDS
CENTRAL AFRICAN REPUBLIC

Part of first page of Section One of standard (Analytic level)

Example 12

REPRESENTATION ON MAGNETIC TAPE OF EXAMPLE 3

```
   | Label                                     23 | Directory
{  | 00486 | N | M00M | 22 | 00193 | 000 | 450 | 0 | 001 0009 00000 | A03 0031 00009 | A09 }

{    0068 00040 | A12 0022 00108 | A13 0021 00130 | A13 0019 00151 | A15 0027 00170 }

{  | A21 0013 00197 | A23 0008 00210 | A25 0020 00218 | A26 0018 00238 | A28 0015 }

                                                | 001          | A03
{    00256 | A51 0007 00271 | A70 0030 00278↑ | 81/ 00999 ↑ | 01 @1InformationƀScienceƀ }

             | A09                                                                    | A12
{   Series ↑ | 01 @1TheƀConversionƀofƀScriptsƀ-ƀ-ItsƀNatureƀHistoryƀandƀUtilization ↑ | 01 }

                      | A13                    | A13
{   @1Wellisch,ƀHansƀH. ↑ | 02 @1Hayes,ƀRobertƀM. ↑ | 02 @1Becker,ƀJoseph ↑ }

   | A15                            | A21              | A23          | A25
{  | 01 @1UniversityƀofƀMaryland ↑ | 00 @119780000 ↑ | 00 @0ENG ↑ | 00 @1Wiley@ }

                 | A26                  | A28               | A51         | A70
{   2NewƀYork ↑ | 00 @00-471-01620-9 ↑ | 00 @1xviii,ƀ509 ↑ | 00 @0US ↑ | 00 @0Bibliography:-ƀ }

{   pp.441–461 ↑ * |        }
```

Example of an exchange tape record

Note

For the purposes of this example:

- the record number is 81/00999;
- the record separator (IS_3) is represented by *;
- the field separator (IS_2) is represented by ↑ ;
- the subfield identifier flag (IS_1) is represented by @ as is the convention in the rest of the Manual (see p. 2.0.1.);
- spaces are denoted by ƀ ; all other spaces and breaks between fields do not appear on the tape and are present merely to make the example more readable.

PART 5: A BRIEF GUIDE TO DATA BASE DOCUMENTATION

CHAPTER 5.1: INTRODUCTION

Good documentation is essential for effective use of bibliographic data bases. Technical details concerning the computer-related characteristics are, of course, necessary. But equally important are the intellectual details of literature coverage, indexing and abstracting policies, editorial policies and practices, selected choices from among alternatives allowed by the Reference Manual specifications, and extensions for user-defined data fields.

Guidelines are provided for topics which need to be covered in the documentation. There is no intention to prescribe the organization, arrangement, or format of such documentation. The outline of this section can be used as a model, if desired, but this is not essential. Each data base producer will need to determine the purposes which are to be served by the documentation and to design the format, content, organization, depth of treatment, and editorial style accordingly. If desired, the documentation may take the form of an extension to the Reference Manual, identifying any additional rules adopted for the data base, or it may incorporate Reference Manual material where appropriate to provide a self-contained publication. In either case, detailed references to the Reference Manual and to UNIBID should be included for recipients who do not already have the Reference Manual or the UNIBID address readily available.

Data base producers who obtain copyright protection for their documentation should consider granting copying or re-publication permission for those portions of the documentation which describe literature coverage and general editorial characteristics of the data base. Such permission will help ensure completeness and accuracy of data base descriptions included in search guides and similar publications issued by information dissemination centres to their subscribers.

CHAPTER 5.2: DATA CONTENT AND EDITORIAL POLICIES

5.2.1 Introduction

Detailed descriptive information on the data content, and the editorial policies which govern it, is at least as important for the machine-readable data base as it is for companion or related printed publications. This information is often to be found in the introductions to printed products which may be usable for drafting this part of the documentation with little editing. It is strongly recommended that relevant descriptive information be included in its entirety in the data base documentation, rather than referring data base recipients to other published sources which may not be readily available.

5.2.2 Types of Bibliographic Entity Covered

Identify the types of bibliographic entity covered by the data base, such as books, journal articles, serials, monographic series, technical reports, patents, audio-visual or other non-print materials. Provide quantitative data where possible to indicate the approximate numbers of each type for some representative publishing cycle (for example, for a year if the data base uses annual volume numbering). If the data base is partitioned or sequenced by type of bibliographic entity, provide a description of this arrangement and its relationship to periodically distributed magnetic tapes.

Special attention should be given to any types of bibliographic entity (including, if relevant, works in non-print media) which are not described in the Reference Manual, with some indication as to how the Reference Manual specifications have been extended to handle them. This may be by analogy with one of the defined types, citing any fields which have been modified or added to accommodate the additional types, or by a complete description for each additional type similar to what is provided in Part I of the Reference Manual

5.2.3 Literature Selection Criteria

The documentation for data bases with a subject matter, discipline, or mission orientation should include a definition or description of the area of coverage and of the selection criteria used in determining which materials or works will be included. Particular attention should be given to the areas of overlap with related disciplines, so that users of the documentation can make reasonably accurate judgements for inter-disciplinary uses of the data base.

If the data base is a composite file of bibliographic records obtained from a number of sources, the selection criteria should be specified independently for each source unless they are identical for all. It may also be appropriate for some types of composite data bases to give the approximate number of records from each source. If the distribution form of the data base is partitioned or sequenced by source or other form of selection criteria, a description should be provided.

5.2.4 Indexing and Abstracting Policies

A general description should be provided for indexing, subject cataloguing, classification, or other subject access points provided in the data base. The information should include, as appropriate, the authority sources for all indexing or classification schemes, quantitative data on the frequency of occurrence (density) of assigned terms or codes, the representation form of the index or classification entries in the data base (e.g., text, numeric codes, etc.), and any additional characteristics of the scheme, such as weights, roles, importance levels, and so forth. The information provided for each type of indexing need not duplicate the detailed descriptions provided for individual fields (see Chapter 5.5); rather, it should provide a general overview of the subject access techniques used and how they relate to each other. Sufficiently detailed information should be provided for printed, microform, or machine-readable versions of authority sources (texts, thesauri, user guides, etc.), so that purchase orders or other acquisition procedures can be initiated on the basis of the information given.

For data bases which include abstracts or other types of narrative annotation of content, the following information should be provided, as appropriate: conventions used in preparing the abstracts, the language(s) that can occur, abbreviations used, any special conventions employed for graphics, mathematical symbols, or other characters not available in the basic character set, the source(s) of abstracts (e.g., whether taken directly from the primary work or prepared by the data base producer), and any other special features which would affect retrieval based on the abstract text or interpretation of the abstract when displayed as part of an annotated bibliography. If abstracts or annotations of content are included with only some of the records, criteria for this difference should be explained.

5.2.5 Currency Data

General information should be included concerning the elapsed time between the publication dates of the literature selected and the appearance of its corresponding record in the data base. If possible, figures should be given separately for the different types of literature or sources if the differences are significant.

5.2.6 Related Publications

Include in the documentation descriptions of all printed or microform publications available from the data base producer, or other sources, which are related to the data base. This would include companion publications, such as abstracting or indexing publications, which incorporate some or all of the information recorded in the data base; thesauri, word guides, authority listings, and index code listings; serials listings; derivative products, such as table-of-contents or current contents publications or standard SDI services; and educational or user aid materials. The information provided for each such publication should include a brief description of the work, its publication schedule, its relationship to the data base, and sufficient availability information for acquisition purposes.

5.2.7 Educational Support

If the data base producer, or some other organization, provides consulting, advisory, or educational services related to the data base, such resources and services should be described with sufficient information for their acquisition or use. Such educational support could include periodic seminars and workshops, as well as individual technical support services, educational publications, and visual aid materials. While it may not be feasible or desirable to include an actual schedule of educational training programmes in the documentation, information on how to obtain the schedule should be included, perhaps as an order form.

5.2.8 Document Delivery Services

Those data base producers that provide copies of some or all of the primary documents cited in their data base, or have arrangements with libraries or other organizations to do so, should include in the documentation a description of such services, their source(s), and acquisition procedures.

CHAPTER 5.3: GENERAL CHARACTERISTICS OF THE DATA BASE

5.3.1 Introduction

Bibliographic data bases vary widely in the design conventions which are adopted and especially in the policies and practices used for handling related works. Information provided on the logical and physical structure of the data base, as well as specific conventions or practices common to the entire data base, greatly simplifies the use of a data base by its recipients.

5.3.2 Distribution Service Content and Schedule

Describe the content of the magnetic tapes distributed, identifying the number of files per issue or other distribution period and the general content of each file. Also, describe the sequence of records in all files containing bibliographic or related data (e.g., a data dictionary file) and explain any assumptions related to the sequencing which can or should be taken into account in processing the file.

Describe the schedule(s) for delivery of the distribution service magnetic tapes, such as weekly, monthly, quarterly, and so forth, in as much detail as possible without necessitating frequent revisions to the documentation. If more than one distribution service plan is available for a given data base, all can be described in the documentation with an indication that the choice is the recipient's option. If retrospective or archival collections are available, describe their contents and periods of coverage and the units in which they can be obtained (e.g., volumes or years). If addenda records are issued separately or if corrected data base records are available, describe such services, their distribution frequencies, and the procedures for their procurement.

5.3.3 Definition of a Logical Record

Include in the documentation an explicit definition of what constitutes a single logical record. This can usually be done by relating the contents of a logical record to the corresponding physical work(s) which it describes. Particular attention should be given to those cases where more than one physical publication or other work is described in the same logical record. Examples of such cases would include a review (of a book, journal article, etc.) and the citation to the work being reviewed, an exhibition and its associated exhibition catalogue, a translation and its original conference proceedings and the individual papers which comprise the proceedings (e.g., its analytics), or a Festschrift and its contributions.

Whenever these or similar types of related works are handled in the same logical record, information should be provided as to the conventions used. This may be by means of notes, added entries, detailed subfields in user-defined fields, subrecords, or some other technique. When related works are handled through the use of the linking field (A90) between separate records, information should be included as to the conditions under which the linking technique is employed (i.e., the types of related works which are linked) and any conventions as to the relative sequence of such linked records on the exchange tape.

5.3.4 Language and Character Set

Describe the language or languages used in the bibliographic records of the data base, including policies regarding translation or transliteration. Data bases specifically designed to accommodate two or more languages, for example by means of the inclusion of abstracts in different languages for each record, should highlight these practices and provide guidance on selection criteria, if necessary, for those recipients that may wish to use only one of the data base languages.

Identify the character set(s) used in the bibliographic data and the specific transliteration standards or conventions used for languages not handled by the selected character sets. Transliteration tables must be included in the documentation for any character set conversions which are not international (ISO) standards, are not given in the Reference Manual, or which have been modified from either the ISO or Reference Manual standards. Conventions for handling characters, symbols, or typographic conventions not described in official standards must also be explained.

5.3.5 Lease/Licence Agreement Provisions

The documentation for data bases which are distributed under lease, licence, or other contractual agreements should include a description of any restrictions on the use of the data base, general pricing information such as provisions for royalties (though not necessarily specific costs), requirements for display of copyright statements or other indications of proprietary interests, and similar information. If desired, specimen agreements can be included. Such procurement documents are frequently issued and retained by business offices, and the information contained in the agreement may not be readily available to the technical personnel actually using the data base.

CHAPTER 5.4: TECHNICAL SPECIFICATIONS

5.4.1 Technical Documentation

Bibliographic data bases are created and copied for distribution on many different kinds of computers throughout the world, and they are subsequently processed by recipients on a similar variety of computers. The technical specifications should clearly identify the make and model of computer used for generating the distribution magnetic tapes, including the operating or executive system. Having this information available can often provide insight into data processing problems associated with reading and processing the magnetic tape services which would otherwise be intractable. Also, the control or command language and acronyms used with one make of computer are frequently different from those used with other makes, and this difference between computers can be further complicated by language differences among data processing personnel using the magnetic tape services. In preparing the technical documentation for a data base, it is advisable to write out technical terms in full, supplemented by acronyms or codes if desired, and to follow as far as possible the data processing vocabulary given in ISO 2382: Data processing vocabulary. All deviations from ISO Standards and from the standard conventions for the computer systems on which the magnetic tape was generated should be clearly identified and described in detail.

5.4.2 Internal Magnetic Tape Labels

Identify the national or international standard followed for constructing internal labels for magnetic tape, if the tapes have internal labels. Otherwise, explicitly state that the tapes are not labelled. Describe in detail the content of the producer-defined data fields in the labels, such as volume-serial identification and the data set name.

5.4.3 External Magnetic Tape Labels

All magnetic tapes issued as part of a data base producer's distribution service should have external (paper) labels securely affixed to each physical tape reel containing the following information:

Data base producer's name
Data base name
Type of tape (e.g., regular, update, reissue, etc.)
Volume number and/or Year
Issue number, or other issue identification
International Standard Number for the data base
Recording density
Number of recorded tracks

Number of individual reel (Reel --- of ---)
Block Size (Physical record size)
Logical record size
Character set
Number of records
Internal volume serial number (if labelled)
Data set name (if labelled)
Date of tape (usually date of creation).

Other information, such as a customer identifier or copyright statement, is at the discretion of the tape producer. The documentation itself should contain a sample of the external labels used by the data base producer and instructions for the interpretation and use of any data or codes which are not self-explanatory.

5.4.4 Recording Density

All recording densities in which the distribution version of the data base is available should be identified, with an indication of the procedures to be followed to change from one density to another (e.g., when recipients' computer tape drives are upgraded or replaced). If other recording densities are available on a special basis, include this information in the documentation as well.

5.4.5 Number of Recorded Tracks

Identify the number of data tracks used in recording the magnetic tapes (e.g., 7 tr. or 9 tr.). If more than one form is available, indicate which combinations with recording densities are available. If the mapping of data bits into recording tracks does not correspond to ISO 962: Information processing - implementation of the 7-bit coded character set and its 7-bit and 8-bit extensions on 9-track 12,7mm (0.5 inch) magnetic tape, a detailed explanation of the recording convention must be provided.

5.4.6 Block Size, Logical Record Size, and Spanning Techniques

Identify the physical block size(s) and logical record size(s) in which the distribution tape service is available. If logical records can span physical record and/or block boundaries, describe the technique used, either by reference to the appropriate international standard or with detailed specifications and examples.

This part of the documentation should also specify whether the procedure for entering fields the length of which exceeds the largest number which can be stored in the "length" part of the directory, described in 3.1.3, has been followed.

5.4.7 Character Coding Scheme

Identify the character coding scheme used in representing the data on the magnetic tape, either by reference to the appropriate ISO standard(s) or by including a table specifying the bit patterns and their corresponding graphic characters. If extended character sets are used, in accordance with, for example, the methods described in ISO 2022-1973: Code extension techniques for use with the ISO 7-bit coded character set, provide the reference table of bit patterns or hexadecimal codes and their corresponding graphics.

5.4.8 Magnetic Tape Replacement

Describe the policies and procedures for obtaining replacements of magnetic tapes damaged in shipment, not received, unprocessable, or containing errors. Specify in detail any information required from the recipient for tapes found to be unprocessable or to contain errors. If a form is to be completed to report the problem or to obtain a replacement, include a specimen in the documentation.

5.4.9 Technical Assistance

Data base producers that provide technical advice or assistance in the use of their magnetic tape services should include the name of the person or office to be contacted, the telephone and telex numbers as appropriate, the address to which problem reports are to be sent or from which required materials are to be obtained, and a description of the types of assistance available (or not provided).

CHAPTER 5.5: DATA FIELD DESCRIPTIONS

5.5.1 Introduction

This section of the documentation should describe the data content of the data base on a field by field basis. Descriptions for fields which are already defined in the Reference Manual can be limited to identifying the selected alternatives, where choices are allowed, and to explaining any deviations or extensions. Descriptions for user-defined fields (the Z series of fields) should follow the same outline and format as is used in Part 2 of the Reference Manual.

5.5.2 Bibliographic Entity/Field Matrix

Include in the documentation a matrix or table identifying those fields which can occur for each type of bibliographic entity as implemented in the data base. The types of bibliographic entity should include not only those defined in the Reference Manual which also occur in the data base, but also any other types for which the UNISIST specifications have been extended. The codes used in the matrix or table may simply indicate possible presence or absence, or may provide further information as appropriate to the data base (e.g. E: essential (mandatory), i.e. required to be present; O: supplementary (optional), i.e. may be present).

5.5.3 Reference Manual Field Descriptions

Include in this section of the documentation one entry for each of the Reference Manual fields which can occur in the data base. For each entry, identify the subfields which are actually used (as opposed to those which are available for use), the values which each of the two defined indicator positions can have and whether the field is repeatable. If additional indicator positions are defined for a particular data base implementation, define the codes and their meanings for each, in the same format as used in the Reference Manual. Similarly, if additional subfields have been defined, provide descriptions of their use, supplemented with examples where appropriate. For those subfields defined in the Reference Manual which permit variations according to the producer's editorial policies and practices, provide a description of the data content for each, including examples and citations to relevant authority sources where appropriate.

If the design chosen for the data base documentation is a self-contained document, rather than a supplement or companion to the Reference Manual, a section should be included with each field description stating its agreement with the Reference Manual specifications or identifying significant differences, as described in the preceding paragraphs. This will allow recipients using several different data bases in the Reference Manual format to identify quickly those characteristics of the data base which make it unique or different.

All bibliographic data bases have the potential for being used retrospectively, for producing bibliographies on request, for preparing merged or composite data bases, and for similar applications. When used for such purposes, it is essential to know what changes, if any, have occurred in the data content or its representation over the years of the data base, and mention of these should be made in the documentation. This would include such information as when new data elements (fields or subfields) were introduced to the data base, changes in the meanings of codes, discontinuation of fields or subfields, changes in transliteration policies, adoption of national or international standards which affected the content or representation of data, etc.

5.5.4 User-defined Field Descriptions

This section of the documentation should include one entry for each of the fields added by a data base producer as a user-defined field (i.e., a Z-series field). The recommended format is that of the field descriptions in Part 2 of the Reference Manual: Field Definition, Data Description, and Examples. In addition, information regarding changes over time should be incorporated as it relates to the particular data base.

CHAPTER 5.6: EXAMPLES

5.6.1 Representative records

The documentation should include examples of representative records from the data base. There should be at least one for each type of bibliographic entity covered in the data base, and as many more for each type as are needed to illustrate special cases. It is particularly important that examples be included to illustrate the handling of related works, which may require inclusion of records exemplifying the use of field A90 as the method for linking records.

When there is a companion or related printed publication, the most effective and useful examples are those which show both the printed (published) form and a representation of the corresponding data base record(s), formatted in accordance with the Reference Manual specifications for preparation of machine-readable input as given in Part 2. Annotations can be used to identify data elements and to point out differences between the two forms.

Appendix A: Country Codes

ISO 3166-1981: Codes for the representation of names of countries provides a two-letter and a three-letter alphabetic code as well as a three-digit numerical code for representing the names of countries, dependencies and other areas of special geopolitical interest for purposes of international exchange.

The Reference Manual recommends the use of the two-letter codes at all times.

The list below has been copied from the standard. Users wishing to be kept informed about amendments should register for this purpose with the

ISO 3166 Maintenance Agency Secretariat
c/o DIN (Deutsches Institut fuer Normung)
Burggrafenstrasse 4-10
Postfach 1107
D-1000 Berlin 30
Telephone (international): 49 30 26 01 36 2
Telegrams: DEUTSCHNORMEN BERLIN
Telex: 184 273 din d

International organizations may register with:

ISO Central Secretariat
1, rue de Varembé
Case postale 56
CH-1211 Genève 20
Switzerland
Telephone (international): 4122 34 12 40
Telegrams: Isorganiz
Telex: 23 887 ISO CH

SECTION ONE
ALPHABETICAL LIST OF ENTITIES AND CODES IN ENGLISH

SECTION UN
LISTE ALPHABETIQUE DES ENTITES EN ANGLAIS ET CODES

ENTITY (short name in English) Official name in English	Alpha-2 code*	Remarks
1	2	3
AFGHANISTAN Democratic Republic of Afghanistan	AF	
ALBANIA People's Socialist Republic of Albania	AL	
ALGERIA People's Democratic Republic of Algeria	DZ	
AMERICAN SAMOA	AS	
ANDORRA	AD	
ANGOLA People's Republic of Angola	AO	
ANTARCTICA	AQ	The territory south of 60° south latitude
ANTIGUA	AG	Includes Barbuda, and Redonda
ARGENTINA Argentine Republic	AR	
AUSTRALIA Commonwealth of Australia	AU	Includes Lord Howe Island,Macquarie Island, Ashmore, Cartier
AUSTRIA Republic of Austria	AT	
BAHAMAS Commonwealth of the Bahamas	BS	Turks and Caicos Islands not included

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*Changes in previous short names or codes from ISO 3166 1974 are shown in column 3. The previous codes are now part of the reserved code list which is available on request from the Maintenance Secretariat.

1	2	3
BAHRAIN State of Bahrain	BH	
BANGLADESH People's Republic of Bangladesh	BD	
BARBADOS	BB	
BELGIUM Kingdom of Belgium	BE	
BELIZE	BZ	
BENIN People's Republic of Benin	BJ	Previous entry: Dahomey DY
BERMUDA	BM	
BHUTAN Kingdom of Bhutan	BT	
BOLIVIA Republic of Bolivia	BO	
BOTSWANA Republic of Botswana	BW	
BOUVET ISLAND	BV	Also called Bouvetøya
BRAZIL Federative Republic of Brazil	BR	Includes Rocas, Fernando de Noronha Archipelago, Trinidade, Ilhas Martim Vaz, and São Pedro e São Paulo
BRITISH INDIAN OCEAN TERRITORY	IO	Chagos Archipelago
BRITISH VIRGIN ISLANDS	VG	Include Anegada, Jost Van Dyke, Tortola, and Virgin Gorda
BRUNEI	BN	
BULGARIA People's Republic of Bulgaria	BG	
BURMA Socialist Republic of the Union of Burma	BU	

1	2	3
BURUNDI Republic of Burundi	BI	
BYELORUSSIAN SSR Byelorussian Soviet Socialist Republic	BY	
CAMEROON, United Republic of	CM	
CANADA	CA	
CANTON AND ENDERBURY ISLANDS	CT	
CAPE VERDE Republic of Cape Verde	CV	Previous entry: Cape Verde Islands. Includes Boa Vista, Brava, Fogo, Maio, Sal, Santo Antão, São Nicolau, São Tiago, and São Vicente
CAYMAN ISLANDS	KY	Include Grand Cayman, Cayman Brac, and Little Cayman
CENTRAL AFRICAN REPUBLIC	CF	
CHAD Republic of Chad	TD	
CHILE Republic of Chile	CL	Includes Easter Island, Juan Fernández Islands, San Felix, and Sala y Gomez
CHINA People's Republic of China	CN	See also Taiwan, Province of China
CHRISTMAS ISLAND	CX	Australian Christmas Island
COCOS (KEELING) ISLANDS	CC	
COLOMBIA Republic of Colombia	CO	Includes San Andrés y Providencia, Malpelo Islands, Roncador Bank, Serrana Bank, and Serranilla Bank
COMOROS Federal and Islamic Republic of Comoros	KM	Previous entry: Comoro Islands. Includes Anjouan, Grande Comore, Moheli, and other islands
CONGO People's Republic of the Congo	CG	

1	2	3
COOK ISLANDS	CK	
COSTA RICA Republic of Costa Rica	CR	Includes Cocos Islands
CUBA Republic of Cuba	CU	
CYPRUS Republic of Cyprus	CY	
CZECHOSLOVAKIA Czechoslovak Socialist Republic	CS	
DENMARK Kingdom of Denmark	DK	
DJIBOUTI Republic of Djibouti	DJ	Previous entry: French Afars and Issas AI
DOMINICA Commonwealth of Dominica	DM	
DOMINICAN REPUBLIC	DO	
DRONNING MAUD LAND	NQ	Part of Antarctica
EAST TIMOR*	TP	Previous entry: Portuguese Timor.Includes the exclave of Oe-Cussi
ECUADOR Republic of Ecuador	EC	Includes Galapagos Islands (Archipelago de Colon)
EGYPT Arab Republic of Egypt	EG	
EL SALVADOR Republic of El Salvador	SV	
EQUATORIAL GUINEA Republic of Equatorial Guinea	GQ	Includes Rio Muni, Macias Nguema Biyogo, Annobon, Corisco, and Elobey
ETHIOPIA	ET	
FAEROE ISLANDS	FO	

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* Provisional change of name

1	2	3
FALKLAND ISLANDS (MALVINAS)	FK	Include West Falkland, and East Falkland, South Georgia, and South Sandwich Islands
FIJI	FJ	Include Viti Levu, Vanua Levu, and Rotuma Islands
FINLAND Republic of Finland	FI	
FRANCE French Republic	FR	
FRENCH GUIANA	GF	
FRENCH POLYNESIA	PF	Includes Society Archipelago, Tuamotu Archipelago, Marquezas Islands, Tubuai Islands, Gambier Islands, Austral Islands, and Clipperton Island.
GABON Gabonese Republic	GA	
GAMBIA Republic of the Gambia	GM	
GERMAN DEMOCRATIC REPUBLIC	DD	
GERMANY, FEDERAL REPUBLIC OF	DE	
GHANA Republic of Ghana	GH	
GIBRALTAR	GI	
GREECE Hellenic Republic	GR	Includes Aegean Islands, Ionian Islands, Dodecanese Islands, Crete,and Mount Athos autonomous area
GREENLAND	GL	
GRENADA	GD	Includes Southern Grenadine Islands

1	2	3
GUADELOUPE	GP	Includes Grande Terre, Basse Terre, Marie Galante, Les Saintes, Iles de la Petite Terre, Désirade, Saint-Barthélémy and Northern St. Martin
GUAM	GU	
GUATEMALA Republic of Guatamela	GT	
GUINEA Revolutionary People's Republic of Guinea	GN	
GUINEA-BISSAU Republic of Guinea-Bissau	GW	
GUYANA Republic of Guyana	GY	
HAITI Republic of Haiti	HT	
HEARD AND MC DONALD ISLANDS	HM	
HONDURAS Republic of Honduras	HN	Includes Swan Islands
HONG KONG	HK	Also called Hisiangkang and Xianggang
HUNGARY Hungarian People's Republic	HU	
ICELAND Republic of Iceland	IS	
INDIA Republic of India	IN	Includes Amindivis, Laccadives, Minicoy, Andaman Islands, Nicobar Islands, and Sikkim
INDONESIA Republic of Indonesia	ID	
IRAN Islamic Republic of Iran	IR	
IRAQ Republic of Iraq	IQ	

1	2	3
IRELAND	IE	
ISRAEL State of Israel	IL	
ITALY Italian Republic	IT	
IVORY COAST Republic of the Ivory Coast	CI	
JAMAICA	JM	Includes Morant Cays, and Pedro Cays
JAPAN	JP	
JOHNSTON ISLAND	JT	Johnston Island is the main island in Johnston atoll
JORDAN Hashemite Kingdom of Jordan	JO	
KAMPUCHEA, DEMOCRATIC	KH	Previous entry: Khmer Republic
KENYA Republic of Kenya	KE	
KIRIBATI	KI	Previous entry: Gilbert Islands GE. Part of the former Gilbert and Ellice Islands.* Includes Fanning Island, Washington Island and Christmas Island in the Line Islands, Ocean Island, Phoenix Islands (Birnie, Gardner, Hull, Mc Kean, Phoenix, Sydney; see separate entry for Canton and Enderbury).
KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF	KP	
KUWAIT State of Kuwait	KW	
LAO PEOPLE'S DEMOCRATIC REPUBLIC	LA	Previous entry: Laos

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* See Tuvalu

1	2	3
LEBANON Lebanese Republic	LB	
LESOTHO Kingdom of Lesotho	LS	
LIBERIA Republic of Liberia	LR	
LIBYAN ARAB JAMAHIRIYA Socialist People's Libyan Arab Jamahiriya	LY	Previous entry: Libya
LIECHTENSTEIN Principality of Liechtenstein	LI	
LUXEMBOURG Grand Duchy of Luxembourg	LU	
MACAU	MO	Previous entry: Macao. Also called Ao-mén
MADAGASCAR Democratic Republic of Madagascar	MG	
MALAWI Republic of Malawi	MW	
MALAYSIA	MY	Includes Peninsular Malaysia, Sabah, and Sarawak
MALDIVES Republic of Maldives	MV	
MALI Republic of Mali	ML	
MALTA Republic of Malta	MT	
MARTINIQUE	MQ	
MAURITANIA Islamic Republic of Mauritania	MR	
MAURITIUS	MU	Includes Rodrigues, Agalega Island, and Cargados Carajos

1	2	3
MEXICO United Mexican States	MX	
MIDWAY ISLANDS	MI	
MONACO Principality of Monaco	MC	
MONGOLIA Mongolian People's Republic	MN	
MONTSERRAT	MS	
MOROCCO Kingdom of Morocco	MA	
MOZAMBIQUE People's Republic of Mozambique	MZ	
NAMIBIA	NA	
NAURU Republic of Nauru	NR	
NEPAL Kingdom of Nepal	NP	
NETHERLANDS Kingdom of the Netherlands	NL	
NETHERLANDS ANTILLES	AN	Include Aruba, Bonaire, Curaçao, Saba, St. Eustatius, and Southern St. Martin
NEUTRAL ZONE	NT	Territory between Saudi Arabia and Iraq
NEW CALEDONIA	NC	Includes Isle of Pines, Loyalty Islands, Huon Islands, Belep Archipelago, Chesterfield Islands, and Walpole
NEW ZEALAND	NZ	Includes Antipodes Islands, Auckland Islands, Bounty Islands, Campbell Island, Kermadec Islands, Chatham Islands, and Snares Islands

1	2	3
NICARAGUA Republic of Nicaragua	NI	
NIGER Republic of the Niger	NE	
NIGERIA Federal Republic of Nigeria	NG	
NIUE	NU	Previous entry: Niue Island
NORFOLK ISLAND	NF	
NORWAY Kingdom of Norway	NO	
OMAN Sultanate of Oman	OM	Includes Kuria Muria Islands
PACIFIC ISLANDS (trust territory)	PC	Include Carolines, Mariana Islands (except Guam), and Marshall Islands
PAKISTAN Islamic Republic of Pakistan	PK	
PANAMA Republic of Panama	PA	
PAPUA NEW GUINEA	PG	Includes Bismarck Archipelago, Louisiade Archipelago, Admiralty Islands, d'Entre-casteaux Islands, Northern Solomon Islands (Bougainville, Buka, etc.), Trobriand Islands, New Britain, New Ireland, Woodlark, and associated islands
PARAGUAY Republic of Paraguay	PY	
PERU Republic of Peru	PE	
PHILIPPINES Republic of the Philippines	PH	

1	2	3
PITCAIRN ISLAND	PN	Includes Henderson, Ducie,and Oeno
POLAND Polish People's Republic	PL	
PORTUGAL Portuguese Republic	PT	
PUERTO RICO	PR	
QATAR State of Qatar	QA	
REUNION	RE	Includes Ile Europa, Bassas da India, Juan de Nova, Iles Glorieuses, and Ile Tromelin
ROMANIA Socialist Republic of Romania	RO	
RWANDA Rwandese Republic	RW	
ST. HELENA	SH	Includes Ascension, Gough Island, Inaccessible, Nightingale Islands, and Tristan da Cunha
ST. KITTS-NEVIS-ANGUILLA	KN	Also called St. Christopher-Nevis -Anguilla
SAINT LUCIA	LC	Previous entry: St. Lucia
ST. PIERRE AND MIQUELON	PM	
SAINT VINCENT AND THE GRENADINES	VC	Previous entry: St. Vincent. Includes Northern Grenadine Islands
SAMOA Independent State of Western Samoa	WS	Previous entry: Western Samoa
SAN MARINO Republic of San Marino	SM	

1	2	3
SAO TOME AND PRINCIPE Democratic Republic of Sao Tome and Principe	ST	
SAUDI ARABIA Kingdom of Saudi Arabia	SA	
SENEGAL Republic of Senegal	SN	
SEYCHELLES Republic of Seychelles	SC	Include Alphonse, Bijoutier, St. Francois Islands, St. Pierre Islet, Cosmoledo Islands, Amirantes, Aldabra, Farquhar, and Desroches
SIERRA LEONE Republic of Sierra Leone	SL	
SINGAPORE Republic of Singapore	SG	
SOLOMON ISLANDS	SB	Previous entry: British Solomon Islands. Include Southern Solomon islands, primarily Guadalcanal, Malaita, San Cristobal, Santa Isabel, Choiseul
SOMALIA Somali Democratic Republic	SO	
SOUTH AFRICA Republic of South Africa	ZA	Includes Walvis Bay, Marion Islands, and Prince Edward Islands
SPAIN Spanish State	ES	
SRI LANKA Democratic Socialist Republic of Sri Lanka	LK	
SUDAN Democratic Republic of the Sudan	SD	
SURINAME Republic of Suriname	SR	

1	2	3
SVALBARD AND JAN MAYEN ISLANDS	SJ	Include Bear Island (Bjørnøya)
SWAZILAND Kingdom of Swaziland	SZ	
SWEDEN Kingdom of Sweden	SE	
SWITZERLAND Swiss Confederation	CH	
SYRIAN ARAB REPUBLIC	SY	Previous entry: Syria
TAIWAN, PROVINCE OF CHINA	TW	Includes Penghu (Pescadores) Islands
THAILAND Kingdom of Thailand	TH	
TOGO Togolese Republic	TG	
TOKELAU	TK	Previous entry: Tokelau Islands
TONGA Kingdom of Tonga	TO	
TRINIDAD AND TOBAGO Republic of Trinidad and Tobago	TT	
TUNISIA Republic of Tunisia	TN	
TURKEY Republic of Turkey	TR	
TURKS AND CAICOS ISLANDS	TC	
TUVALU	TV	New name for the Ellice component of the former Gilbert and Ellice Islands.* Includes Funafuti, Nanumanga, Nui, Nanomea, Nurakita, Niutao, Nukufetau, Nukulaelae, and Vaitupu
UGANDA Republic of Uganda	UG	

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* See Kiribati

1	2	3
UKRAINIAN SSR Ukrainian Soviet Socialist Republic	UA	
UNITED ARAB EMIRATES	AE	
UNITED KINGDOM United Kingdom of Great Britain and Northern Ireland	GB	Includes Orkney, Shetland Islands, Channel Islands, and Isle of Man
UNITED STATES United States of America	US	
UNITED STATES MISCELLANEOUS PACIFIC ISLANDS	PU	Include Kingman Reef, Baker Islands, Howland Islands, Jarviş Islands, and Palmyra Islands
UNITED STATES VIRGIN ISLANDS	VI	
UPPER VOLTA Republic of the Upper Volta	HV	
URUGUAY Eastern Republic of Uruguay	UY	
USSR Union of Soviet Socialist Republics	SU	
VANUATU	VU	Previous entry: New Hebrides NH
VATICAN CITY STATE (HOLY SEE)	VA	
VENEZUELA Republic of Venezuela	VE	
VIET NAM Socialist Republic of Viet Nam	VN	Previous entries: Democratic Republic of Viet Nam VD and Republic of Viet Nam
WAKE ISLAND	WK	
WALLIS AND FUTUNA ISLANDS	WF	Includes Iles de Horn, Ile Uvea, and Ile Alofi
WESTERN SAHARA*	EH	Previous entry: Spanish Sahara
YEMEN Yemen Arab Republic	YE	

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* Provisional change of name

1	2	3
YEMEN, DEMOCRATIC People's Democratic Republic of Yemen	YD	Includes Islands of Kamaran, Perim, and Socotra
YUGOSLAVIA Socialist Federal Republic of Yugoslavia	YU	
ZAIRE Republic of Zaire	ZR	
ZAMBIA Republic of Zambia	ZM	
ZIMBABWE	ZW	Previous entry: Southern Rhodesia RH

Appendix B: Language Codes

An ISO standard for language codes is in the course of preparation to replace an existing recommendation (ISO/R639) which is now considered to be incomplete and unsuitable for use in machine systems.

Until such time as this is available, parties to an exchange may use the UNISIST language codes employed by the ISDS (International Serials Data System) which are reproduced here.

Language	Code	Language	Code
Acholi	ACH	Armenian	ARM
Acoli *see* Acholi		Armoric *see* Breton	
Afrinili	AFH	Ashanti *see* Niger-Congo (Other)	
Afrikaans	AFR	Assamese	ASM
Afro-Asiatic (Other)	AFA	Assyro-Babylonian *see* Akkadian	
Ainu *see* Miscellaneous		Avar	AVA
Akan Group *see* Niger-Congo (Other)		Avaric *see* Avar	
Akkadian	AKK	Avesta	AVE
Albanian	ALB	Avestan *see* Avesta	
Aleut	ALE	Aymara	AYM
Algonquin	ALG	Azerbaijani	AZE
Aljamia	AJM	Azeri *see* Azerbaijani	
Amarinya *see* Amharic		Aztec *see* Nahuatl	
Amharic	AMH	Baltic (Other)	BAT
Ancient Greek *see* Greek, Classical		Baluchi	BAL
Ancient Hebrew *see* Hebrew		Bamana *see* Bambara	
Anglo-Norman *see* Romance (Other)		Bambara	BAM
Anglo-Saxon (ca. 600-1100)	ANG	Bantu *see* Niger-Congo (Other)	
Annamese *see* Vietnamese		Bashkir	BAK
Anzanite *see* Elamite		Basque	BAQ
Apache	APA	Bedja *see* Beja	
Arabic	ARA	Beja	BEJ
Aramaic	ARC	Belorussian	BEL
Arapahoe	ARP	Bemba	BEM
Araucanian	ARN	Bengali	BEN
Arawak	ARW	Berber Group	BER

Language	Code
Bihari	BIH
Biluchi see Baluchi	
Bishari see Beja	
Blackfoot	BLA
Bohemian see Czech	
Breton	BRE
Bulgarian	BUL
Bulgarian, Old see Church Slavic	
Burmese	BUR
Bushman see Sub-Saharan African (Other)	
Byelorussian see Belorussian	
Caddo	CAD
Cambodian	CAM
Canarese see Kannada	
Carib	CAR
Castillian see Spanish	
Catalan	CAT
Caucasian (Other)	CAU
Celtic Group	CEL
Central American Indican (Other)	CAI
Cewa see Chewa	
Chaldean see Aramaic	
Chamorro see Malayo-Polynesian (Other)	
Chechen	CHE
Cherokee	CHR
Chewa	CEW
Cheyenne	CHY
Chibcha	CHB
ChiChewa see Chewa	
Chinese	CHI
Chinook	CHN
Chippewa see Ojibwa	
Choctaw	CHO
Chorti see Mayan	
Church Slavic	CHU
Chuvash	CHV
CiNyanja see Nyanja	
Classical Greek see Greek, Classical	
Coptic	COP
Cornish	COR
Cree	CRE
Creek see Muskogee	
Creoles and Pidgins	CRP
Croatian see Serbo-Croatian (Roman)	
Cushitic (Other)	CUS
Czech	CZE
Dakota	DAK
Danish	DAN
Dano-Norwegian see Norwegian	
Delaware	DEL
Denca see Dinka	
Devanagari (script) see Sanskrit	
Dinka	DIN
Dravidian (Other)	DRA

Language	Code	Language	Code
Duala	DUA	Ga	GAA
Dutch	DUT	Gaelic (Irish) see Irish	
Dutch, Middle (ca. 1050-1350)	DUM	Gaelic (Scots)	GAE
Efik	EFI	Galla	GAL
Egyptian	EGY	Ganda see Luganda	
Elamite	ELX	Ge'ez see Ethiopic	
English	ENG	Georgian	GEO
English, Middle (ca. 1100-1400)	ENM	German	GER
English, Old see Anglo-Saxon		German, Middle High (ca. 1050-1850)	GMH
Erse see Irish		German, Old High (ca. 750-1050)	GOH
Eskimo	ESK	Germanic (Other)	GEM
Eskimoan see Eskimo		Gondi	GON
Esperanto	ESP	Gothic	GOT
Estonian	EST	Greek, Biblical see Greek, Classical	
Ethiopic	ETH	Greek, Classical	GRC
Ewe	EWE	Greek, Modern	GRE
Fang	FAN	Guarani	GUA
Faroese	FAR	Guerze see Kpelle	
Farsi see Persian, Modern		Gujarati	GUJ
Finnish	FIN	Hausa	HAU
Finno-Ugrian (Other)	FIU	Hawaiian	HAW
Flemish see Dutch		Hebrew	HEB
Fon	FON	Herero	HER
French	FRE	Hindi	HIN
French, Middle (ca. 1400-1600)	FRM	Hindustani (Arabic) see Urdu	
French, Old (ca. 842-1400)	FRO	Hindustani (Nagari) see Hindi	
Frisian	FRI	Hottentot see Sub-Saharan African (Other)	

Language	Code
Hungarian	HUN
Hupa	HUP
Iai see Malayo-Polynesian (Other)	
Icelandic	ICE
Ilocano	ILO
Indic (Other)	INC
Indo-European (Other)	INE
Indonesian	IND
Interlingua	INT
Iranian (Other)	IRA
Irish	IRI
Iroquois	IRO
Isi-Kosa see Xhosa	
Italian	ITA
Japanese (Use for related Japanese languages and dialects)	JPN
Javanese	JAV
Javanese, Old see Malayo-Polynesian (Other)	
Judaeo-Arabic	JRB
Judaeo-German see Yiddish	
Judaeo-Persian	JPR
Judaeo-Spanish see Ladino	
Kachin	KAC
Kafir see Xhosa	
Kamba	KAM
Kanarese see Kannada	
Kannada	KAN
Kanuri	KAU
Karakalpak	KAA
Karen	KAR
Kashmiri	KAS
Kawi see Malayo-Polynesian	
Kazakh	KAZ
Kechua see Quechua	
Kewa see Papuan-Australian (Other)	
Khmer see Cambodian	
Khotanese	KHO
Kikuyu	KIK
KiMbundu see Mbundu	
Kinyarwanda	KIN
Kirghiz	KIR
Kirundi see Rundi	
Kongo	KON
Korean (Use for related Korean languages and dialects)	KOR
Kpelle	KPE
Kru	KRO
Kurdish	KUR
Kurukh	KRU
Ladin see Romansh	
Ladino	LAD
Lahnda	LAH
Lallans see Germanic (Other)	
Lamba	LAM

Language	Code
Landsmaal see Norwegian	
Languedoc see Provençal	
Laotian	LAO
Lapp	LAP
Latin	LAT
Latvian	LAV
Lettish see Latvian	
Lithuanian	LIT
Lolo	LOL
Lowland Scots see Germanic (Other)	
Luba	LUB
Luganda	LUG
Luiseno	LUI
Macedonian	MAC
Madagascan see Malagasy	
Magyar see Hungarian	
Malagasy	MLA
Malay	MAY
Malayalam	MAL
Malayo-Polynesian (Other)	MAP
Maltese	MLT
Mandingo	MAN
Manobo	MNO
Manx see Celtic Group	
Maori	MAO
Marathi	MAR
Masai	MAS
Mashona see Shona	
Mayan	MYN
Mbundu	UMB
Mende	MEN
Micmac	MIC
Middle English see English, Middle	
Middle French see French, Middle	
Middle High German see German, Middle High	
Middle Persian see Pahlavi	
Middle Scots see Germanic (Other)	
Milanese see Italian	
Miscellaneous	MIS
Modern Hebrew see Hebrew	
Mohawk	MOH
Moldavian	MOL
Mole see Mossi	
Mongo see Lolo	
Mongol	MON
Mongolian see Mongol	
More see Mossi	
Mossi	MOS
Multilingual	MUL
Muskogee	MUS
Nahuatl	NAH
Nandi see Sub-Saharan African (Other)	
Navaho	NAV
Nepali	NEP
Netherlandic see Dutch	

Language	Code
Newari	NEW
Nez Perce *see* North American Indian (Other)	
Nguna *see* Malayo-Polynesian (Other)	
Niger-Congo (Other)	NIC
North American Indian (Other)	NAI
Northern Sotho	NSO
Norwegian	NOR
Nubian	NUB
Nyamwezi	NYM
Nyanga *see* Nyanja	
Nyanja	NYA
Nyoro Group	NYO
Occitan *see* Provençal	
Ojibwa	OJI
Old Bulgarian *see* Church Slavic	
Old Church Slavonic *see* Church Slavic	
Old English *see* Anglo-Saxon	
Old French *see* French, Old	
Old High German *see* German, Old High	
Old Javanese *see* Malayo-Polynesian (Other)	
Old Persian *see* Persian, Old	
Old Russian *see* Slavic (Other)	
Old Swedish *see* Germanic (Other)	
Oriya	ORI
Osage	OSA
Osmanli *see* Ottoman Turkish	
Ossetic	OSS
Ostyak *see* Selkup	
Oto *see* Otomi	
Otomi	OTO
Ottoman Turkish (Arabic Script)	OTA
Pahari	PAH
Pahlavi	PAL
Pali	PLI
Panjabi	PAN
Panjabi (Western) *see* Lahnda	
Papuan-Australian (Other)	PAA
Pasato *see* Pushto	
Pehlevi *see* Pahlavi	
Pennsylvania German *see* German	
Persian, Middle *see* Pahlavi	
Persian, Modern	PER
Persian, Old (ca. 600 B.C. - 400 B.C.)	PEO
Pidgin English *see* Creoles and Pidgins	
Pilipino *see* Tagalog	
Polish	POL
Polyglot *see* Multilingual	
Portuguese	POR
Prakrit	PRA
Provençal	PRO
Punjabi *see* Panjabi	
Pusato	PUS

Language	Code
Quechua	QUE
Rajasthani	RAJ
Rhaeto-Romance see Romansh	
Riksmaal see Norwegian	
Romance (Other)	ROA
Romanian	RUM
Romansh	ROH
Romany	ROM
Rumanian see Romanian	
Rumansh see Romansh	
Rundi	RUN
Russian	RUS
Russian, Old see Slavic (Other)	
Saka see Khotanese	
Samaritan	SAM
Samoyed see Selkup	
Sandawe	SAD
Sango	SAG
Sanskrit	SAN
Scots Gaelic see Gaelic (Other)	
SeChuana see Tswana	
Selkup	SEL
Semitic (Other)	SEM
Sephardic see Ladino	
Serbian see Serbo-Croatian (Cyrillic)	
Serbo-Croatian (Cyrillic)	SCC
Serbo-Croatian (Roman)	SCR
Serer	SRR
SeSotho Group see Southern Sotho	
Sesuto see Southern Sotho	
Shan	SHN
Shona	SHO
Siamese see Thai	
Sidamo	SID
Sindhi	SND
Singhalese	SNH
Sino-Tibetan (Other)	SIT
Slavic (Other)	SLA
Slovak	SLO
Slovene	SLV
Sogdian	SOG
Somali	SOM
Songhai	SON
Sorbian languages see Wendic	
Sorbic see Wendic	
Sotho, Northern see Northern Sotho	
Sotho, Southern see Southern Sotho	
South American Indian (Other)	SAI
Southern Sotho	SSO
Spanish	SPA
Sub-Saharan African (Other)	SSA
Sudanic Group see Niger-Congo (Other)	
Sukuma	SUK
Sumerian	SUX
Sundanese see Malayo-Polynesian (Other)	

Language	Code
Sur-Silvan see Romansh	
Susian see Elamite	
Susu	SUS
Swahili	SWA
Swedish	SWE
Swedish, Old see Germanic (Other)	
Syriac	SYR
Tadzhik see Tajik	
Tagalog	TAG
Tai see Thai	
Tajik	TAJ
Tamil	TAM
Tatar	TAR
Tchetchen see Chechen	
Telugu	TEL
Temne	TEM
Tereno	TER
Thai	THA
Tibetan	TIB
Tigre	TIG
Tigrinya	TIR
Tongan see Malayo-Polynesian (Other)	
Tsimshian	TSI
Tswana	TSW
Turkish	TUR
Turkmen	TUK
Turko-Tataric (Other)	TUT
Twi	TWI
Ugaritic	UGA
Uigur	UIG
Ukrainian	UKR
Umbundu see Mbundu	
Undetermined	UND
Urdu	URD
Uzbek	UZB
Vietnamese	VIE
Vote see Votish	
Votian see Votish	
Votic see Votish	
Votish	VOT
Walamo	WAL
Washo	WAS
Welsh	WEL
Wendic	WEN
Wendish see Wendic	
Wolof	WOL
Xhosa	XHO
Xosa see Xhosa	
Yao	YAO
Yiddish	YID
Yoruba	YOR
Zapotec	ZAP
Zenaga	ZEN
Zulu	ZUL
Zuni	ZUN

Appendix C: Transliteration schemes

The policy of the Reference Manual is to adopt ISO standards where available and suitable.

For transliteration of Cyrillic characters, the Reference Manual recommends ISO/R9: International system for the transliteration of Slavic Cyrillic characters. However, since this contains a number of alternatives, one of these alternatives which avoids the use of diacritics has been incorporated in the scheme with a few additional alterations, in section C.1. This is referred to throughout the Reference Manual as the UNISIST recommended transliteration schedules.

Section C.2 covers transcription of languages using the Roman alphabet with diacritics.

In both cases the objective is to represent the required character set within the limitations of a basic Roman alphabet, comprising letters a-z, without diacritics, so that it can readily be processed in machine-readable form by those systems that do not have diacritics available. Avoiding diacritics has meant that the ability to convert back unambiguously from the transliterated form to the original alphabet has been lost.

C.1 Transliteration of Cyrillic characters

These tables give a full non-reversible transliteration scheme for the Cyrillic alphabet and its variants.

Letter number	Cyrillic char.				Used in						Proposed UNISIST transliter.
	printed		manuscript		Russian	Ukrainian	Belorus.	Serbian	Macedon.	Bulgar.	
1	а	А	а	А	X	X	X	X	X	X	a
2	б	Б	б	Б	X	X	X	X	X	X	b
3	в	В	в	В	X	X	X	X	X	X	v
4	г	Г	г	Г	X	X	X	X	X	X	g
5	ґ	Ґ	ґ	Ґ		X					gh
6	д	Д	∂, g	Д	X	X	X	X	X	X	d

Letter number	Cyrillic char.				Used in						Proposed UNISIST translit.
	printed		manuscript		Russian	Ukrain.	Belorus.	Serbian	Macedo.	Bulgar.	
7	ђ	Ђ	ђ	Ђ				X			dj
8	ѓ	Ѓ	ѓ	Ѓ					X		g
9	е(ё)	Е(Ё)	е (ё)	Е (Ё)	X	X	X	X	X	X	e
10	є	Є	є	Є		X					je
11	ж	Ж	ж	Ж	X	X	X	X	X	X	zh
12	з	З	з, з	З	X	X	X	X	X	X	z
13	ѕ	Ѕ	ѕ	Ѕ					X		dz
14	и	И	и	И	X	X		X	X	X	i
15	і	І	і	І	X	X	X				yi
16	ї	Ї	ї	Ї		X					yi
17	ј	Ј	ј	Ј				X	X		j
18	й	Й	й	Й	X	X	X			X	j
19	к	К	к	К	X	X	X	X	X	X	k
20	л	Л	л	Л	X	X	X	X	X	X	l
21	љ	Љ	љ	Љ				X	X		lj
22	м	М	м	М	X	X	X	X	X	X	m
23	н	Н	н	Н	X	X	X	X	X	X	n
24	њ	Њ	њ	Њ				X	X		nj
25	о	О	о	О	X	X	X	X	X	X	o
26	п	П	п	П	X	X	X	X	X	X	p
27	р	Р	р	Р	X	X	X	X	X	X	r
28	с	С	с	С	X	X	X	X	X	X	s
29	т	Т	т, т̄, т	Т	X	X	X	X	X	X	t

Letter number	Cyrille char.				Used in						Proposed UNISIST translit.
	printed		manuscript		Russian	Ukrain.	Belorus.	Serbian	Macedo.	Bulgar.	
30	ћ	Ћ	ћ	Ћ				X			cj
31	ќ	Ќ	ќ	Ќ					X		k
32	у	У	у	У	X	X	X	X	X	X	u
33	ў	Ў	ў	Ў			X				w
34	ф	Ф	ф	Ф	X	X	X	X	X	X	f
35	х	Х	х	Х	X	X	X	X	X	X	kh
36	ц	Ц	ц	Ц	X	X	X	X	X	X	ts
37	ч	Ч	ч	Ч	X	X	X	X	X	X	ch
38	џ	Џ	џ	Џ				X	X		dzh
39	ш	Ш	ш, ш̲	Ш	X	X	X	X	X	X	sh
40	щ	Щ	щ	Щ	X	X				X	shch
41	ъ	Ъ	ъ	Ъ	X	X	X			X	"
42	ы	Ы	ы	Ы	X		X				y
43	ь	Ь	ь	Ь	X	X	X			X	'
44	ѣ	Ѣ	ѣ	Ѣ	X		X			X	'
45	э	Э	э	Э	X		X				eh
46	ю	Ю	ю	Ю	X	X	X			X	yu
47	я	Я	я	Я	X	X	X			X	ya
48	ѫ	Ѫ	ѫ	Ѫ						X	'

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C.2 Transciption of diacritics in languages using the Roman alphabet

The following digraphs should be used if it is desired to avoid diacritics.

German	ä	to	be	represented	by	ae
	ö	"	"	"	"	oe
	ü	"	"	"	"	ue
Scandinavian languages	å	to	be	represented	by	aa
	ø	"	"	"	"	oe
	æ	"	"	"	"	ae

In French, Spanish and Italian diacritics may be ignored.

Appendix D: KD Codes for Patent Documents

In fields A33 and A38, reference is made to the KD code as the preferred means of identifying 'type of patent document'. This Appendix embodies a WIPO paper which defines a 'standard code for identification of different kinds of patent document', and lists a substantial number of known types of document.

It will be noted that in fields A33 and A38 the KD code is specified as a two-character fixed-length code. This Appendix defines only the first character, which is always a letter of the Roman alphabet. The second character, which is numeric, will be defined by national patent offices. If only the first character is known, it is recommended that the second character position be entered as 'ƀ' (blank or space).

The following is taken from the WIPO paper with minor alterations. The original can be found in the WIPO Manual produced by the World Intellectual Property Organization on pp 4.3.8.1 to 4.3.8.6. On pp 4.3.8.7 to 4.3.8.18 can be found as an annex (Appendix II) a List of Patent Documents, Past and Currently Published, broken down by issuing country. This is not reproduced here.

STANDARD CODE FOR IDENTIFICATION OF DIFFERENT KINDS OF PATENT DOCUMENTS

Introduction

1. The recommendation provides for groups of letter codes in order to distinguish patent documents or special types of patent documents (see paragraph 10) published by Patent Offices. The letter codes also facilitate the storage and retrieval of such documents.

2. If any Office wants to amplify the information contained in the letter code, this letter code may be optionally associated with a numerical code. The meaning of such numerical code should then be defined by each Patent Office availing itself of this option.

3. The code also provides for a letter for non-patent literature documents (N) and for documents to be restricted to the internal use of Patent Offices (X) (e.g. confidential documents, not to be disclosed outside the Office).

Definitions

4. For the purposes of this recommendation, the expression "patent documents" includes patents for invention, inventors' certificates, utility certificates, utility models, patents or certificates of addition, inventors' certificates of addition, utility certificates of addition and published applications therefor.

5. For the purposes of this recommendation, the term "entry in an official gazette" means at least one comprehensive announcement in an official gazette regarding the making available to the public of the complete text, claims (if any) and drawings (if any) of a patent document.

6. For the purposes of this recommendation, the terms "publication" and "published" are used in the sense of making available

(i) a patent document to the public for inspection or supplying a copy on request

(ii) multiple copies of a patent document produced by printing or like process

Explanation: If, at a particular procedural stage, a copy of the document is first made available to the public for inspection or copying and is then, at the same procedural stage, made available in multiple copies produced by printing or like process, only a single publication is considered to have occurred. If, on the other hand, multiple reproduction results from a new procedural stage, this reproduction is considered to be a further publication of the document, even if the texts at the two stages are identical.

7. According to certain national patent laws or regulations, the same patent application may be published at various procedural stages. For the purposes of this recommendation, a publication level is defined as the level corresponding to a procedural stage at which normally a document is published under a given national patent law.

Recommendation

8. It is recommended that the code:

(a) be used for the recording of the "kind of document" in machine-readable data carriers, such as 80-column punched cards, magnetic tapes, aperture cards, etc;

(b) be used on the first page of patent documents, preferably near the document number, if these have been published in the sense of paragraph 6;

(c) be used in entries in official gazettes or, if all entries in a section of the Gazette relate to the same kind of a document, at the beginning of such a section.

(d) be used for the identification of patent documents cited in "Search Reports" and "Lists of References" in patent documents (INID Number 56).

9. Code

The code is subdivided into mutually exclusive groups of letters. The groups characterize patent documents and documents specified in paragraph 3. Groups 1-5 comprise one or several letters enabling identification of documents pertaining to different publication levels.

Group 1 Use for primary or major series of patent documents

A First publication level
B Second publication level
C Third publication level

Group 2 Use for secondary series of patent documents

E First publication level
F Second publication level
G Third publication level

Group 3 Use for further series of patent documents, as the special requirements of each Office may be

H
I

Group 4 Use for major special types of patent documents

M Medicament patent documents
P Plant patent documents
S Design patent documents

Group 5 Use for utility model documents having a numbering series other than the documents of Group 1

U	First publication level
Y	Second publication level
Z	Third publication level

Group 6 Other (see paragraph 3)

N	Non-patent literature documents
X	Documents restricted to the internal use of Offices

10. It is understood that documents resulting from a patent application and being identified as the major series will fall under Group 1 (e.g. DE Offenlegungsschrift, Auslegeschrift and Patentschrift). However, documents identified as a secondary series will fall under Group 2 (e.g. FR patent of addition under old law, US re-issue). In exceptional cases of need for a further series, Group 3 is reserved for such purposes (e.g. US defensive publication). Group 4 applies only, at present, to special documents concerning the medicament patents published in France, the plant patents published by the United States of America and the design patents published by Japan and the United States of America. If any country were to publish similar documents, group 4 should then be used.

11. As indicated in paragraph 2, the above letter code may optionally be associated with a numerical code to amplify the information represented by the letter code. For this numerical code only digits 1 to 9 should be used. The significance of this code will be defined by any national office applying such code and communicated to the International Bureau, which will publicize this information. The numerical code must always be interpreted in conjunction with the country code and the above letter code.

12. Here follows a list of patent documents, past and currently published, and intended to be published in the future, divided in accordance with the code.

List of Patent Documents, Past and Currently Published, and Intended to be Published in the Future, Divided in Accordance with this Code

Code: A Patent Documents Numbered in Primary or Major Series - First Publication Level

Examples:	Austria	Patent Application published in the sense of paragraph 6(i)
	Belgium	Brevet d'invention/Uitvindingsoctrooi
	Belgium	Brevet de perfectionnement/Verbeteringsoctrooi
	Bulgaria	Opisanie na izobretenie po patent
	Canada	Patent

Code: A (continued)

Examples:

Cuba	Patent Application published in the sense of paragraph 6(i)
Czechoslovakia	Patent Application published in the sense of paragraph 6(i)
Czechoslovakia	Inventor's Certificate Application published in the sense of paragraph 6(i)
Denmark	Patent Application published in the sense of paragraph 6(i)
Egypt	Patent specification
Europat	Document published after 18 months
Finland	Patent Application published in the sense of paragraph 6(i)
France	Brevet d'invention (old law)
France	Brevet d'invention, première et unique publication
France	Certificat d'addition à un brevet d'invention, première et unique publication
France	Certificat d'utilité, première et unique publication
France	Certificat d'addition à un certificat d'utilité, première et unique publication
France	Demande de brevet d'invention, première publication
France	Demande de certificat d'addition à un brevet d'invention première publication
France	Demande de certificat d'utilité, première publication
France	Demande de certificat d'addition à un certificat d'utilité, première publication
German Democratic Republic	Patentschrift (Ausschliessungspatent), granted in accordance with paragraph 5.1 of the Patent Amendment Act of the German Democratic Republic
German Democratic Republic	Patentschrift (Wirtschaftspatent), granted in accordance with paragraph 5.1 of the Patent Amendment Act of the German Democratic Republic
Germany, Federal Republic of	Offenlegungsschrift
Hungary	Patent Application published in the sense of paragraph 6(i)

Code: A (continued)

Examples:	India	Patent specification
	Ireland	Patent specification
	Italy	Brevetto per invenzione industriale
	Japan	Kokai tokkyo koho
	Luxembourg	Brevet d'invention
	Luxembourg	Certificat d'addition à un brevet d'invention
	Netherlands	Ter inzage gelegde octrooiaanvrage
	Norway	Patent Application published in the sense of paragraph 6(i)
	Pakistan	Patent specification
	PCT	Pamphlet published after 18 months
	Poland	Opis patentovy
	Romania	Descrierea invenţiei
	Soviet Union	Opisanie izobreteniya k patentu
	Soviet Union	Opisanie izobreteniya k avtorskomy svidetelstvu
	Spain	Patente de invención
	Sweden	Patent Application published in the sense of paragraph 6(i)
	Switzerland	Auslegeschrift/Memoire Exposé/Esposto Memoriale (Patent Application published in the sense of paragraphs 6(i) and 6(ii) pertaining to the technical fields for which search and examination as to novelty are made)
	Switzerland	Patentschrift/Expose d'invention/Esposto d'invenzione (Patent published in the sense of paragraph 6(ii) and pertaining to the technical fields for which neither search nor examination as to novelty are made)
	United Kingdom	Patent specification
	United States	Patent
	Yugoslavia	Patentni spis

Code: B Patent Documents Numbered in Primary or Major Series - Second Publication Level

Examples:	Australia	Patent specification
	Austria	Patentschrift
	Canada	Reissue
	Cuba	Patente de invención
	Czechoslovakia	Popis vynálezu k patentu
	Czechoslovakia	Popis vynálezu k autorskému osvědčení
	Denmark	Fremlaeggelsesskrift
	Finland	Kuulutusjulkaisu - Utläggningsskrift
	France	Brevet d'invention, deuxième publication de l'invention
	France	Certificat d'addition à un brevet d'invention, deuxième publication de l'invention
	France	Certificat d'utilité, deuxième publication de l'invention
	France	Certificat d'addition à un certificat d'utilité, deuxième publication de l'invention
	German Democratic Republic	Patentschrift (Ausschliessungspatent), granted in accordance with paragraph 29 of the Patent Act of the German Democratic Republic
	German Democratic Republic	Patentschrift (Wirtschaftspatent), granted in accordance with paragraph 29 of the Patent Act of the German Democratic Republic
	Germany, Federal Republic of	Auslegeschrift
	Hungary	Szabadalmi leirás
	Japan	Tokkyo koho
	Netherlands	Openbaar gemaakte octrooiaanvrage
	Norway	Utlegningsskrift
	Sweden	Utläggningsskrift
	Switzerland	Patentschrift/Exposé d'invention/Esposto d'invenzione (Patent published in the sense of paragraph 6(ii) and pertaining to the technical fields for which search and examination as to the novelty are made)
	United Kingdom	Amended Patent Specification

Code: C Patent Documents Numbered in Primary or Major Series - Third Publication Level

Examples:	Denmark	Patent
	Finland	Patentti - Patent
	Germany, Federal Republic of	Patentschrift
	Netherlands	Octrooi
	Norway	Patent
	Sweden	Patentskrift

Code: E Patent Documents Numbered in Secondary Series - First Publication Level

Examples:	France	Certificat d'addition à brevet d'invention (old law)
	United States	Reissue

Code: H Patent Documents numbered in further series

Example:	United States	Defensive publication

Code: M Medicament Patent Documents

Examples:	France	Brevet spécial de médicament
	France	Addition à un brevet spécial de médicament

Code: P Plant Patent Documents

Example:	United States	Plant patent

Code: S Design Patent Documents

Example:	United States	Design patent

Code: U Utility Model Documents Numbered in Series other than the Documents of Group I - first Publication Level

Examples:	Germany, Federal Republic of	Gebrauchsmuster

Code: U (continued)

Examples:	Japan	Kokai jitsuyi shinan koho
	Spain	Utility Model Application published in the sense of paragraph 6(i)

Code: Y Utility Model Documents Numbered in Series other than the Documents of Group I - Second Publication Level

Examples:	Japan	Jitsuyo shinan koho
	Spain	Modelo de utilidad

Appendix E: Elements in a Personal Name

The conventions described in this appendix apply equally to any of subfields 1 to 6 in personal name fields, except as otherwise noted.

The elements in an individual name may be defined as follows:

'Key' name or names	'K'
Forename and/or initials	'F'
Suffix	'S'
Title	'T'

All names are to be entered in the following form:

K,ƀF,ƀSƀ(T)

Commas are used to separate the 'key' names (surnames) from the forename and/or initials, and to separate the forenames from any suffix (such as 'Jr', 'III'). A title, if required, is entered in parentheses at the end of the name. For example:

'Rutherford (Lord)'
'Rutherford, James D.,Jr'
'Rutherford, J.D.'

Surname prefixes are considered to be part of the key name.

'Key' names

The 'key name' element (K) corresponds to the surname or family name in a Western name. The term 'key name' is used rather than 'surname', however, since there may be occasions when it is not clear that the content of this element really represents a surname in the Western sense. (Also, it is envisaged that there may be an exact correspondence between 'K' elements and entry points, or 'keys', in a printed author index). There may be more than one 'K' element if the surname is a compound one (e.g. 'Martinez Moreno'), or in the case of certain oriental names where there is real doubt about which component is the surname.

The 'K' element is always an essential element except in some names consisting only of a religious title and forename(s) (e.g. 'Sister Mary Hilda').

Forename and/or initials

The 'F' element is an essential element unless the fullest available form of the name comprises only a surname and a title or unless all components of the name are treated as a key name.

If one or more forenames are given in full, the first (or second if the individual is generally known by the second forename) may be retained and all others reduced to the initial(s). Initials should each be followed by a full stop.

If the fullest form of the name on the original gives only initials for the forenames, the first forename may be entered as an initial, or may be spelled out in full if this information is readily and unambiguously available from existing reference works (previous indexes, directories, biographical dictionaries, etc).

If a forename appears in abbreviated form (e.g. 'Chr.', 'Jas'), the abbreviation may be retained and entered in the 'F' element:

Example 1

Authorship as shown on the document:

"DR F. GROSS und TH. BECK"

Contents of repeated personal name fields:

First author: 01@1Gross,ƀF.

Second author: 01@1Beck,ƀTh.

If a hyphenated forename is reduced to initials, the initial letters of both parts are to be retained, linked by a hyphen (e.g. 'Jean-Paul' gives 'J.-P.').

Suffixes

The 'S' element is used to enter "suffixes" such as 'Jr', 'II', etc. Any such suffix is to be retained as an essential element. Some examples are given below:

English:	Jr, Sr, II, III
Spanish:	hijo, nieto
Portuguese:	filho, neto, sobrinho
Hungarian:	ifj., id.
Russian:	ml.

Example 2

Authorship as shown on the document:

"BY F.S. HARRIS, JR, The Aerospace Corporation, P.O. Box 95085,
Los Angeles, Calif. 90045"

Contents of personal name field:

01@1Harris,ƀF.S.,ƀJr

Suffixes representing titles, or professional or academic qualifications, are not normally entered.

Titles and qualifications

The 'T' element may be used in a few special circumstances to enter a title which forms part of a person's name. In general, however, titles are omitted from names entered in bibliographic descriptions. Detailed rules are suggested as follows:

Academic, professional, religious or military titles preceding the name (such as 'Dr', 'Ing.', 'Rev.', 'General', etc.), and titles or qualifications following the name, are omitted from bibliographic descriptions:

Example 3

Authorship as shown on the document:

"Ing. STEFANIA BAICU"

Contents of personal name field:

01@1Baicu,ƀStefania

or

01@1Baicu,ƀS.

'Mr', 'M.', 'Mrs', 'Mme', and their equivalents in other languages are normally omitted. 'Mrs', 'Mme', etc., may be retained for married women authors when only the husband's forenames or initials are given in the original; e.g. 'Mrs John J. Doe':

Example 4

Authorship as shown on the document:

"Note de MM. JEAN-MARC DESRUMAUX, JEAN-MICHEL ROUVAEN et Mme CLAUDE MORIAMEZ, présentée par M. René Lucas"

Contents of repeated personal name fields:

First author: 01@1Desrumaux,ƀJean-Marc
or
01@1Desrumaux,ƀJ.-M.

Second author: 01@1Rouvaen,ƀJean-Michel
or
01@1Rouvaen,ƀJ.-M.

Third author: 01@1Moriamez,ƀClaudeƀ(Mme)
or
01@1Moriamez,ƀC.ƀ(Mme)

The title 'Mme' is included since the name given is that of the husband (but this particular example could be ambiguous: 'Claude' in French is both masculine and feminine). Note also the contraction of hyphenated forenames, and the fact that the person cited as 'presenting' the paper is not included as an author.

'Miss', 'Mlle', 'Ms' and their equivalents in other languages are omitted unless only the surname is given:

Example 5

Authorship as shown on the document:

"Note de Mlle EDITH DEVIN et M. ROBERT LOCQUENEUX, présentée par M. Louis de Broglie"

Contents of repeated personal name fields:

First author: 01@1Devin,ƀEdith
or
01@1Devin,ƀE.

Second author: 01@1Locqueneux,ƀRobert
or
01@1Locqueneux,ƀR.

Terms which indicate affiliation with religious orders (e.g. Sister, Brother) are not retained unless only the forename(s) are given:

Example 6

Authorship as given on the document:

"Sister Helen Therese Nyberg, O.P."

Contents of personal name field:

01@1Nyberg,ƀHelenƀT.
or
01@1Nyberg,ƀH.T.

Honorific titles are normally omitted, but may be retained if they constitute an indispensable part of the name:

Example 7

Authorship as given on the document:

"LORD TODD"

Contents of personal name field:

01@1Toddƀ(Lord)

Surname prefixes

All surname prefixes are retained in personal author names. A prefix and the name to which it is affixed are together regarded as forming a single 'key' name. Examples of frequently used prefixes are:

van
von
de
da
la
della
le
del
lo
du
des
de la
van der
vander
van de

See note below on "Special symbols used in personal names", and examples. Note also that the initial letters of these prefixes may appear in both upper and lower case.

Compound surnames

Compound surnames are the rule for most Spanish and Portuguese authors, and are occasionally found among almost all nationalities.

If the surname is a compound containing a hyphen, e.g. 'Litvak-Gorskaya', the whole compound name should be entered as a single 'key' name.

If it is apparent that the surname is a compound which is not hyphenated, both names should be entered as 'key' names, e.g. 'J. Hunter Dunn'. If in doubt, enter only the final element as a 'key' name and treat the first element as a forename.

Names that indicate marital status

In certain languages a married woman author's name is the same as her husband's with the addition of one or more letters, or a different word-ending. For example, in Hungarian the suffix 'ne' may be applied to either a forename or a surname. Names of this kind should be entered exactly as they appear on the document without modification, and in accordance with the rules previously defined:

Example 8

Authorship as shown on the document:

"GYORGY KAROLYNE, Dr"

Contents of personal name field:

01@1Karolyne,ƀGyorgy

or

01@1Karolyne,ƀG.

(Note also omission of academic title)

Names where 'forename' and 'surname' are not readily identifiable

In practice, particularly with oriental names, there may be many cases where it is not possible to determine with assurance which of two or three names is really the surname. In this event, it is recommended that two or more elements may be treated as 'key' names, entered in the sequence given on the document, and used to generate cross-references in author indexes, if desired.

Examples: 'Teh Fu Yen', 'Krishna Mohana Rao' (or 'Mohana Rao, Krishna')

Guidelines for the treatment of such names are given in: Names of persons, national usages for entry in catalogues, compiled by the IFLA International Office for UBC. Third ed. London, IFLA International Office for UBC, 1977.

Spelling

Individual author names are to be entered in the vernacular, as they appear on the original document, except:

(a) If transliteration from a non-Roman alphabet to Roman alphabet is required, ISO, or by default, UNISIST transliteration schedules recommended in Appendix C are to be used.

(b) If an 'established form' of the name is known to the originator of the bibliographic description, and if this form differs from what has been derived from the original, then the 'established form' may be entered in subfield 2.

This is particularly likely to arise where a non-Russian name is transliterated into Cyrillic for publication in a Russian journal, and is subsequently re-transliterated to the Roman alphabet.

In all cases, the name as given on the document (transliterated if necessary) should be regarded as the primary form for entry in a bibliographic description, since the use of the 'established form' depends on prior knowledge which may not be accessible to all users of a bibliographic data base. Subfield 1 should always carry the name as derived from the document.

Example 9

Authorship as shown on the document:

"St. BOYADJIEW"

In this case a known alternative (and preferred) transliteration exists:

"Boyadzhiev"

Contents of personal name field:

01@1Boyadjiew,b̸St.@2Boyadzhiev,b̸St.

Special symbols used in personal names

Two special symbols may occur in personal names as entered in accordance with UNISIST recommendations. They have been introduced in order to make it possible to deal with certain problems which arise in the production of author indexes and other listings when an author has a complex surname or one which includes prefixes or abbreviations. Their use is in no way mandatory, but they have been defined in such a way that it will be possible for services which exchange bibliographic records to leave all options open for the recipient of an exchange tape to apply whatever conventions he may wish in deriving author indexes from the machine file.

The two symbols are '=' and '+'. Both are to be regarded as 'space' for purposes of display and search matching.

= The connective '=' is intended to be used to link a prefix to the name to which it is affixed and to indicate that the following character is the beginning of a 'strong' component of the name, i.e. one which may (depending on the policy of the individual service) be used as a key for creating an index entry or cross-reference.

Examples: 'Teilhard de=Chardin'
'von=Dorrien'

+ The connective '+' is intended to be used to link components of a compound surname and to indicate that the following character is the beginning of a 'weak' component of the name, i.e. one which should never be used as a key for creating an index entry or cross-reference.

Examples: 'Gonzales+G.,R.'
'Asin+y Cabrera, M.D.'
'van+der=Avoird,A.'

The remaining examples illustrate the various possibilities which arise when dealing with compound names, and names involving prefixes. Although the Reference Manual leaves certain options open, it would be expected that any individual service, or the parties to an exchange of bibliographic data, would adopt a single coherent policy across the whole of their data base.

Example 10

Authorship as shown on the document:

"AD VAN DER AVOIRD"

Contents of personal name field:

01@1van+der=Avoird,ƀAd

or

01@1vanƀderƀAvoird,ƀAd

or

01@1van+der=Avoird,ƀA.

or

01@1vanƀderƀAvoird,ƀA.

Example 11

Authorship as shown on the document:

"Note de MM. MICHEL BRUNEL et FRANCOIS DE BERGEVIN, transmise par M. Louis Néel".

Contents of repeated personal name fields:

First author: 01@1Brunel,ƀMichel

Second author: 01@1de=Bergevin,ƀFrancois

or

01@1deƀBergevin,ƀFrancois

Alternatively:

First author: 01@1Brunel,ƀM.

Second author: 01@1de=Bergevin,ƀF.

or

01@1deƀBergevin,ƀF.

Example 12

Authorship as shown on the document:

"DEREK J. DE SOLLA PRICE"

Contents of repeated personal name fields:

01@1de=SollaƀPrice,ƀDerekƀJ.

or

01@1deƀSollaƀPrice,ƀDerekƀJ.

or

01@1de=SollaƀPrice,ƀD.J.

or

01@1deƀSollaƀPrice,ƀD.J.

Example 13

Authorship as shown on the document:

"LUIS RIVERA OYOLA and R.A. LEE"

Contents of repeated personal name fields:

First author: 01@1RiveraƀOyola,ƀLuis

or

01@1RiveraƀOyola,ƀL.

Second author: 01@1Lee,ƀR.A.

Appendix F: INID Numbers for Patent Documents

Reproduced here is a WIPO paper which defines a set of codes for the identification of bibliographic data on the first page of a patent document and in entries in an official gazette. These codes, known as INID numbers, are organized into decimal groups (10, 20, etc.) each of which is subdivided into a number of specific items (12, 13, 14, 21, 22, 23, etc.).

The individual codes are used only with the precise meanings defined on subsequent pages. If none of the specific item definitions is applicable, the generic code for the group (ending in 0) may be used.

This section is included for reference purposes only, to assist in creating records for patent documents which use the INID system. INID numbers themselves are not used on exchange tapes using the UNISIST Reference Manual format.

Recommendation concerning bibliographic data on and relating to patent documents (Identification and Minimum required)

INTRODUCTION

1. This recommendation provides for means whereby the various bibliographic data appearing on the first page of a patent document and in an entry in an Official Gazette can be identified without knowledge of the language used and the industrial property laws applied.

2. This recommendation further indicates the bibliographic data which as a minimum should be printed on the first page of a patent document, and be published as part of an entry in an official gazette.

3. This recommendation is aimed at improving the access to patent information in general and to the bibliographic content of patent documents in particular.

DEFINITIONS

4. For the purpose of this recommendation the expression:

   (a) "patent documents" means patents for invention, inventors' certificates, utility certificates, utility models, patents or certificates of addition, inventors' certificates of addition, utility certificates of addition and published applications therefor. "Documents" means patent documents unless otherwise stated;

   (b) "making available to the public" means:
      (i) publication by printing or similar process, or
      (ii) laying open for public inspection and copying on request;

   (c) "official gazette" means an official government publication containing announcements with respect to industrial property rights made in accordance with requirements under national industrial property laws or international industrial property conventions or treaties;

(d) "examined" and "unexamined" refer to an examination made as to substance, as distinct from the preparation of a documentary search report or an examination made as to form which latter examination is ordinarily made by an Industrial Property Office immediately upon receipt of an application;

(e) "entry in an Official Gazette" means at least one comprehensive announcement made in an Official Gazette, regarding the bibliographic data belonging to one industrial property right or to an application therefor;

(f) "INID" is an acronym for "Internationally agreed Numbers for the Identification of Data".

IDENTIFICATION OF BIBLIOGRAPHIC DATA - MINIMUM

5. The list of definitions of bibliographic data with their corresponding INID codes is given in the attached list.

6. The INID codes which are preceded by a single asterisk (*) relate to those data elements which are considered to be the minimum elements which should appear on the first page of a document and in an entry in an official gazette.

7. The INID codes which are preceded by a double asterisk (**) relate to those data elements which are considered to be minimum elements in circumstances specified in the accompanying notes.

APPLICATION

8. The INID codes should be associated with the corresponding bibliographic data in so far as these data normally appear on the first page of a patent document or in an entry in an official gazette.

9. Provided the presentation of bibliographic data in entries in an official gazette is uniform, INID codes may be applied to the bibliographic data in a representative specimen entry in each gazette issued, instead of being included in each entry.

10. The INID codes should be printed in Arabic numerals, preferably within small circles or if this is not possible, in parenthesis, immediately before the corresponding bibliographic data.

11. If bibliographic data to which INID codes are assigned in accordance with this recommendation do not appear on the first page of a document or in an entry in an official gazette (because they are not applicable, e.g. when no priority is claimed, or for some other reason) it is not necessary to call attention to the non-existence of such elements (e.g. by leaving a space or by providing the relevant INID code followed by a dash).

12. Two or more INID codes may be assigned to a single bibliographic data when necessary.

13. The list of bibliographic data has been organized into categories (10, 20 ... 80) to facilitate grouping of related data. Each category has several subdivisions to each of which an INID code has been assigned. If none of the specific codes can be assigned to one of the bibliographic data which clearly falls within the category definition, the relevant category code, ending in 0, should be used.

14. In order that the users of patent documents and official gazettes may be enabled to make maximum use of the INID codes, it is recommended that a list of the codes be published in Patent Office or other official publications, e.g. official gazettes, at regular intervals.

IMPLEMENTATION

15. Industrial Property Offices can start using this recommendation at any time. It is recommended that when implementing the INID codes an announcement in the sense of paragraph 14 be made.

16. Translations of this recommendation into various languages other than English are available at the International Bureau of the World Intellectual Property Organization (WIPO).

INID codes and minimum required for the identification of bibliographic data

(10) Document identification

- *(11) Number of the document
- *(12) Plain language designation of the kind of document
- **(19) ICIREPAT country code, or other identification, of the country publishing the document.

(20) Domestic filing data

- *(21) Number(s) assigned to the application(s), e.g. "Numero d'enregistrement national", "Aktenzeichen"
- *(22) Date(s) of filing application(s)
- *(23) Other date(s) of filing, including exhibition filing date and date of filing complete specification following provisional specification
- (24) Date from which industrial property rights may have effect
- (25) Language in which the published application was originally filed
- (26) Language in which the application is published

Notes

* These INID codes relate to those data elements which are considered to be the minimum elements which should appear on the first page of a document and in an entry in an official gazette.

** Minimum data element for patent documents only.

***(30) Convention priority data

*(31) Number(s) assigned to priority application(s)
*(32) Date(s) of filing of priority application(s)
*(33) Country (countries) in which priority application(s) was (were) filed

(40) Date(s) of making available to the public

**(41) Date of making available to the public by viewing, or copying on request, an unexamined document, on which no grant has taken place on or before the said date
**(42) Date of making available to the public by viewing, or copying on request, an examined document, on which no grant has taken place on or before the said date
**(43) Date of publication by printing or similar process of an unexamined document, on which no grant has taken place on or before the said date
**(44) Date of publication by printing or similar process of an examined document, on which no grant has taken place on or before the said date
**(45) Date of publication by printing or similar process of a document on which grant has taken place on or before the said date
(46) Date of publication by printing or similar process of the claim(s) only of a document
**(47) Date of making available to the public by viewing, or copying on request, a document on which grant has taken place on or before the said date

(50) Technical information

*(51) International Patent Classification
(52) Domestic or national classification
(53) Universal Decimal Classification
*(54) Title of the invention
(55) Keywords
(56) List of prior art documents, if separate from descriptive text
(57) Abstract or claim
(58) Field of search

Notes

* These INID codes relate to those data elements which are considered to be the minimum elements which should appear on the first page of a document and in an entry in an official gazette.

** Minimum data element for patent documents only, the minimum data requirement being met by indicating the date of making available to the public the document concerned.

*** With the proviso that data coded (31), (32) and (33) are used together and on a single line, category (30) can be used, if so desired.

(60) Reference(s) to other legally related domestic document(s)

- *(61) Related by addition(s)
- *(62) Related by division(s)
- *(63) Related by continuation(s)
- *(64) Related by reissue(s)
- *(65) Related to a previously published document concerning the same application

(70) Identification of parties concerned with the document

[(75) and (76) are intended primarily for use by countries in which the national laws require that the inventor and applicant are normally the same. In other cases (71) and (72) or (71), (72) and (73) should generally be used]

- **(71) Name(s) of applicant(s)
- (72) Name(s) of inventor(s) if known to be such
- **(73) Name(s) of grantee(s)
- (74) Name(s) of attorney(s) or agent(s)
- **(75) Name(s) of inventor(s) who is (are) also applicant(s)
- **(76) Name(s) of inventor(s) who is (are) also applicant(s) and grantee(s)

Notes

* These INID codes relate to those data elements which are considered to be the minimum elements which should appear on the first page of a document and in an entry in an official gazette.

** For documents on which grant has taken place on or before the date of making available to the public, and gazette entries relating thereto, the minimum data requirement is met by indicating the grantee, and for other documents by indicating the applicant.

(80) Identification of data related to International Conventions other than the Paris Convention

(81) Designated State(s) according to the PCT
(82) Elected State(s) according to the PCT
(84) Designated Contracting States under the European Patent Convention
(85) Date of fulfillment of the requirements of article 22 and/or 39 of the PCT for introducing the national procedure according to the PCT
***(86) Filing data of the regional or PCT application, i.e. application number, language in which the published application was originally filed and application filing date
***(87) Publication data of the regional or PCT application, i.e. publication number, language in which the application is published and publication date
(88) Date of deferred publication of the search report
(89) Document number and country of origin of the original document according to the CMEA Agreement on Mutual Recognition of Inventors' Certificates and other Documents of Protection for Inventors

Notes

*** The codes (86) and (87) are intended to be used:

- on national documents when identifying one or more of the relevant filing data or publication data of a regional or PCT application, or
- on regional documents when identifying one or more of the relevant filing data or publication data of another regional or PCT application.

These data should be used together and preferably on a single line.

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Chemical Abstracts Service	International CODEN Directory (Serial). Columbus (Ohio). C.A.S.
Dewey. M.	Dewey Decimal Classification and Relative Index. 19th ed. New York, Forest Press, 1978. 3 vols.
Dierickx, H.	Towards a Common Bibliographic Exchange Format? Proceedings - International Symposium on Bibliographic Exchange Formats. Taormina. Sicily, 27-29 April 1978, edited by H. Dierickx and A. Hopkinson. Budapest, OMKDK--TECHNOINFORM, 1978. 214p. ISBN 963-592-149-7.
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_____	Universal Decimal Classification. 1907-. Note: Versions and editions exist in different languages and are maintained and published in many cases by national standards organizations.
_____	Bibliographic Survey of UDC Editions. FID Publication 573. The Hague. F.I.D., 1982. v,73p. ISBN 92-66-00573-8.
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_____	International list of standard title word abbreviations. Paris, The Centre, 1978. (Updated with supplements at approximately 6-monthly intervals).
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International Standard Book Number Agency	The ISBN System: users' manual, 2nd ed. Berlin. International ISBN Agency, 1978. 16p. ISBN 3-88053-007-6.
——	ISBN Review. (Irregular serial)
Unesco	UNISIST Reference Manual for Machine-Readable Descriptions of Research Projects and Institutions, prepared by Harold Dierickx and Alan Hopkinson. Paris, Unesco, 1980. (PGI/WS/18).
UNIBID	UNISIST Reference Manual: Draft extension for standards. London, UNIBID, 1979. (UNIBID/ST/79/01).
——	UNISIST Reference Manual for Machine-Readable Bibliographic Descriptions: Fields for information relating to translations. London, UNIBID, 1979. (UNIBID/AC/79/09: Annex 2).
World International Property Organization	ICIREPAT Manual, 10th ed. Geneva, WIPO, 1979. Loose-leaf manual with updates - 1st ed. dated August 1971.

International Standards

International standards are published by the International Organization for Standardization (ISO), Geneva. They are generally available from the member bodies of ISO, i.e. the national standards organizations in each country, or direct from ISO Central Secretariat. Standards marked with an asterisk are reproduced in the following handbook available from either the member bodies, the ISO Central Secretariat, or Unesco, Division of the General Information Programme:

> Information transfer. Second edition. Geneva, ISO, 1982. (ISO Standards Handbook, 1), ix, 522p. ISBN 92-67-10058-0.

*ISO 4 - 1972 : Documentation - International code for the abbreviation of titles of periodicals. 4p.

*ISO R9 - 1968 : International system for the transliteration of Slavic Cyrillic characters. 8p.

*ISO 216 - 1975 : Writing paper and certain classes of printed matter - Trimmed sizes - A and B series, 3p.

ISO 646 - 1975 : 7-bit coded character set for information processing interchange. 12p.

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*ISO 3297 - 1975 : Documentation - International Standard Serial Numbering (ISSN). 4p.

*ISO 3388 - 1977 : Patent documents - Bibliographic references - essential and complementary elements. 29p.

National standard

GOST 13052 - 74 : Computers and data transmission equipment - 7-bit codes for information interchange. Moscow, GOST, 1974 (in Russian). Available through national standards organizations.

Addresses

The following addresses may be useful for obtaining items in the bibliography:

Chemical Abstracts Service
P O Box 3012
Columbus, Ohio 43210
U S A

FID
P O Box 90402
2509 LK The Hague
Netherlands

International Centre for the Registration of Serials
20 Rue Bachaumont
75002 Paris
France

IFLA International Office for UBC
c/o British Library Reference Division
Great Russell Street
London WC1B 3DG

ISO Central Secretariat
Case Postale 56
1211 Geneva 20
Switzerland

International ISBN Agency
Staatsbibliothek Preussischer Kulturbesitz
D-1000 Berlin 30
Potsdamer Strasse 33
Postfach 1407

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7 Place de Fontenoy
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